

APPROVED

- I. Call to order: 6:38 p.m. 01/16/2019
- II. Roll Call
 - A. Board Members Present: President Joe Krystkowiak, Vice President David Seery, Treasurer Robert Deuson, Member-at-Large Ed Martin (6:45 p.m.)
 - B. Board Members Absent: none
 - C. Spectrum Property Services: Cheri Conti, Trevor Asher
 - D. Homeowners: Matt Isenberg
- III. Homeowners Forum (limit 15 minutes)
 - A. Matt might be interested in a board position. Here to check us out.
- IV. Approval of Minutes
 - A. Joe has concern about being more discrete for delinquency; suggested using account number instead. This amendment was agreed upon.
 - B. Joe motions to approve with amendment for delinquency to account number, David seconds.
- V. Calendar / Reserve Calendar
 - A. Third Wednesday of the month for meetings.
- VI. Resale Report
 - A. One new report from December.
 - B. David concerned not seeing all homes. Cheri explains that Spectrum Property Services gets the info when the escrow is final. David suggests changing report parameters to YTD instead of monthly to capture all homes.
- VII. Treasurer's Report
 - A. The board has reviewed all bank reconciliations for operating and reserve accounts as provided by Spectrum Property Services.
- VIII. Committee Reports
 - A. Architectural
 1. None
 - B. Landscape
 1. Tree trimming delayed to the rain in December and Cheri believes that they are now done.
 - a) Frank Kauffman re: tree replacement. Cheri did not receive response.
 2. Lawn proposals – Brightview proposes \$538/yard. Joe recalls there was previously a board policy in place for \$250/home for landscaping and then the homeowner would pay difference above that amount.
 - a) 11927 Bubbling Brook
 - b) 11908 Berrybrook - pool address (need correct address here from Brightview proposal)
 - c) Board agrees to policy ongoing to pitch in \$275 for front landscaping every 3 years. Joe motions. David seconds.
 - C. Pool / Spa

00001

1. MDD to start beginning mid-February due to rain. Still working on acquiring the necessary permits. Work should be done in 6 weeks.
 2. Straightline Electric proposal (approved, needs to be ratified by board). Joe motions to ratify. Ed seconds.
 3. Cheri to look into getting a proposal for new light poles/fixtures. Pool company might have suggestion to separate the concrete from the poles to prevent rust.
- D. Correspondence
1. None
- IX. Managers Report
- A. Repair and Maintenance Log
1. None
- X. Violation Log
1. 11805 Alderbrook re: RV parking. Also Appeal. It is unclear if the rules were violated, and the spirit of the rules was certainly not violated. David motions remove violation, no fine. Joe seconds. David pointed out the wrong section in the CC&Rs is cited.
 2. 12007 Berrybrook re: mattress stored on side of house. Joe motions to uphold the violation but abate the fine. David seconds.
 3. 11919 Bubbling Brook re: guest parking in street. Courtesy notice. Pictures show it is real.
 4. 11936 Bubbling Brook re: truck and trailer parked on street. Two violations. The second violation sent to the homeowner should be the first violation, and there should not be any fine. Board is unable to assess a violation unless the rules have been broken. Insufficient notice time was given between the first and second letters sent to allow the homeowner to rectify the situation. Motion by David to uphold 1st violation and remove 2nd violation. Joe seconds.
- XI. Delinquency Report: attached for board review
1. No action
 2. Account 39036: No payment August – January. It appears clear they realized there was an issue in August. Board already credited them in October for interest and fees that were possibly incurred as a result of them being unaware of the recent change in HOA dues. Joe proposes to waive the late fees only, as the other expenses are already incurred. Ed and David agree. Joe motions to remove the late fees but uphold interest and collection costs. Robert seconds.
- XII. Old Business
- A. Reserve study – board needs color photos via email. We are 73% funded. They recommend an additional \$300 being put into the reserve. Previous reserve study showed 78% funded. David points out we are trending downward. David believes that the 2021 cash flow values (after pool project) reflect more closely the current position. Values are actuary based on national averages. This drives the percentages of funds that go into each reserve account. Joe motions to approve the study. Ed seconds. Robert requests table of numbers electronically to do forecasting in Excel. Robert brings up comparing common areas (landscaping) compared to pool/cabana doesn't make sense. David does agree that homeowners are not satisfied with landscaping and should consider a larger community beautification project. Joe reminds that when Brightview (formerly Valley View) was

hired, they would be working this time of year to transplant agapanthas. Cheri to request that Brightview consider transplanting to be done during this season.

- B. Sections of the CCRs relating to exterior painting. From last month: Some of the houses in the neighborhood appear to be in need of a re-paint. The Board will consider sending notices out to remind homeowners of their obligations to paint and keep the houses looking nice. David motions to table until next meeting. Joe seconds.
- C. Open Board Member position - Still open. Matt Isenbarger confirmed his interest. Joe motions to appoint Matt to board. The Board is unanimous in appointing Matt to fill the vacant seat.

XIII. New Business

- A. Fidelity bond coverage increased to comply with law that became effective January 1, 2019.
- B. CPA proposals. Last year was an audit. Every other year or 3rd year we typically do an audit instead of the normal review. Difference in price is \$1,250 for review w/ taxes, compared to \$1,600 for the audit and tax work. Joe motions to do a review this year. Robert seconds.

XIV. Next Meeting

- A. The next meeting of the Board of Directors is scheduled to be held on February 20, 2019 at 6:30 pm inside the Quailridge II Cabana.

XV. Adjournment: Joe motions at 8:31 pm. David seconds.

- XVI. Executive Session – Legal, Delinquencies
A. None