

APPROVED

# HOA MEETING: AUGUST 15, 2018

## I. CALL TO ORDER

Welcome

## II. ATTENDANCE

Board Members Present: Joe Krystkowiak, Ed Martin, Robert Deuson, David Seery

Board Members Absent: Janis Verdugo

Spectrum Property Services Staff Present: Cheri, Maria

Homeowners in attendance: Ashley Seery, Audrey Nelson

Special Guests and Presentations: Pool

## III. HOMEOWNERS FORUM

A. Audrey is just observing. First visit.

## IV. APPROVAL OF MINUTES

A. Joe's last name is misspelled (should be Krystkowiak). Joe motions. Ed seconds. No dissent.

## V. CALENDAR / RESERVE CALENDAR

A. No changes. Start to look at tree trimming schedule. Cheri will prepare this information. Audrey asked if it includes removal; Joe clarified it doesn't cover elective removal, only dead, dangerous or hazardous.

## VI. RESALE REPORT

NONE

## VII. TREASURER'S REPORT

A. Month ending July 2018

Beginning Balance Operating	\$81,980.69
Operating Cash Balance	\$85,804.99
Beginning Balance Savings	\$123,547.24
Savings Account Balance	\$125,839.80

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Joe - The board has reviewed all bank reconciliations for operating and reserve accounts as provided by Spectrum Property Services.

- B. Banking: Discussion on low interest rate for Union Bank. They've been a homeowner association bank and Cheri commented on the good banking relationship. Agreed to table for now.

## VIII. COMMITTEE REPORTS

### A. ARCHITECTURAL

1. 11938 Honeybrook: approved
2. 11925 Berrybrook: request incomplete, no paint chips or neighbors signatures. Homeowner was notified, but no response since. Ed to check on status of the work.

### B. LANDSCAPE

1. Brightview's sprinkler control upgrade: complete. Waiting on rebates, Cheri to follow up. Request to adjust sprinklers to not hit cars or driveways. Cheri to contact landscaping company.
2. 11803 Alderbrook tree root lifting sidewalk: No findings.
3. 11820 Alderbrook tree limb - Work is complete.
4. Brightview proposal: Lateral repair in turf area - Work is complete.

### C. POOL / SPA

1. Proposal for cameras and key FOBs: cameras are purchased and installation estimate and install pending. Oaks security updated proposal removed camera work and now \$7,300 for FOBs. Other option \$4,850 by Clay Commercial. Want to time this with the pool renovation for conduit.
2. Wrought iron fencing: completed
3. Security is now being provided by Archon Protection.
4. Lantz termination: toss old sign. Not paying last bill until they return our keys. Request for keys was made, but no response.
5. Archon patrol reports: the reports come daily. Discussion on whether to include in agenda and bring paper copies. To be emailed weekly from Cheri to Board.
6. MD&D pools and Straightline Electric Proposal (52-53): Asked about the light fixtures, but seems to be best to wait and focus on infrastructure of conduit. Joe asked about creating a concrete step to prevent pooling on side of cabana. Board believes work needs to be done, and wants Homeowners notified that September 25 will be the decision date and final feedback. Robert revisited a concern about the overall cost of the project and the need to ensure adequate reserve levels for potential future emergency expenditures. Current projections show spending ~40% of current cash for the pool project. The Board is taking funds out of reserves from accounts that were earmarked for these projects. Therefore, the Board feels comfortable spending this cash. i.e. pool furniture, wrought iron, etc. Joe requested an updated accounting sheet showing where money is coming from which account and how much. Joe points out Board has responsibility to maintain current association assets. Some homeowners use the pool area, while others do not. The community areas, including the pool, adds to

home values. About \$35,000 is coming from Operating account. Operating should be 3 months worth of bills as a general rule of thumb. Joe wants HOs notified to come to next meeting for final say in order to make a decision. Spectrum Property Services to send out letter with upcoming billing notifications.

D. CORRESPONDENCE

1. NONE

IX. MANAGER'S REPORT

A. REPAIR AND MAINTENANCE LOG

1. R&S Proposal for extending fence - work is complete
2. Near 11808 Alderbrook - Damaged vehicle from tree limb: Cheri- our insurance carrier needs more info about tree trimming (last trimmed March 2017). Claim is in.
  - i. City clarification on property ownership lines. Cheri to scan and distribute the documents that were purchased from the City.

X. VIOLATION LOG

- A. 11952 Honeybrook trash cans: David motion to uphold. Joe seconds.

XI. DELINQUENCY REPORT

- A. 11930 Honeybrook: The homeowner is not sticking to the agreed upon payment plan. Last payment made 6/12. No July or August payments. The Board wants to begin to revoke access to community areas such as the pool. Required to give notice about a hearing to the homeowner. David motions to begin a hearing next month and invite the homeowner to attend for hearing. Joe seconds motion for hearing at next month's board meeting.

XII. OLD BUSINESS

- A. Exclusive Use Common Areas - Tabled
- B. Reserve Study

XIII. NEW BUSINESS

- A. Draft audit FYE 2018: Maria (SPS) reviewed. David points out pg 72 that we are only 82% towards funding. Joe motions to approve to distribute to HOs. Robert seconds.
- B. Speed bumps: no further action required. City said no.

XIV. NEXT MEETING

- A. September 25, 2018 at 6:30 p.m. inside the Quailridge Cabana. Agreed to hold future meetings on the 4th Tuesday of each month.

XV. ADJOURNMENT

Joe motions. David seconds.

**XVI. EXECUTIVE SESSION (LEGAL, DELINQUENCIES)**