

## SUNSET MEADOWS BOARD MEETING MINUTES (**unapproved**) held Thursday Oct. 15, 2020

Present: Sandi Patton, Mel Huey, Lisa Armstrong, Sandra Walpole, Marilyn O'Malley and Dave Hubbard (via skype)

### **Call to order at 6:14 PM**

*Lisa moved to adopt the minutes from 09-17-20 meeting as submitted, seconded by Mel; motion carried.*

### **Treasurer's Report**

Delinquency decreased by \$385 in September to \$5,790 with 28 members reported past due. There has been some success from phoning members past due and we should do more direct contact. Mel reported that Bottom Line has not been consistent in charging late fees and notifying members of late status. Mel will work with Bottom Line to notify members of their account status.

**Note:** The late fee schedule works as follows; if the member is behind one month a \$10 late fee is assessed. This fee increases to \$20 on month 2 and is added to the previous month's late fee. On month 3 the late fee is \$30, in total, and remains at \$30 per month going forward or until the account is paid in full **including late fees**. A payment that does not include the late fee is still considered in arrears and subject to ongoing late fees.

*Marilyn moved that the Treasurer's report be approved, seconded by Sandra; motion carried.*

### **Compliance**

- Marilyn reported two issues that were resolved in discussions with the homeowners
  - A dog owner yelling commands to the pet, disturbing neighbors
  - Miscellaneous items being stored by the front door of a residence
- Dave Hubbard, 281-546-9766, will be HOA compliance rep until Nov 16<sup>th</sup>

### **Maintenance Report – Mel Huey**

- **LIGHTING**
  - Reynolds Electric will be commencing repairs in the next week.
  - The light on unit 1608 is out and will be looked at
- **Gutter Issues** – Gutter maintenance is an ongoing issue that most gutter companies don't like to mess around with (for a reasonable price). Mel reported that he is looking for a handyman service that will address this issue
  - Unit 1614 needs to have holes in a small section of the gutter repaired
  - Unit 1638 continually has gutter blockage issues due to its proximity of conifer trees. Mel is planning to try a gutter screen to try resolving the problem.
  - Gutter cleaning for the complex will be scheduled for Dec/Jan depending on when leaves have finished falling

### **Landscape Report**

- Rexius has submitted their contract proposal for landscape maintenance for 2021. It is under Board review.
- A tree limb at unit 1440 needs to be removed. Mel has called in a tree service to remediate.

### **Old Business**

- **ANNUAL GENERAL MEETING (AGM)**– First package was mailed out Oct 1<sup>st</sup>. Only one homeowner submitted a request for information which will be responded to in the next package mail out
  - **The Board will meet Nov 15<sup>th</sup> to count AGM ballots and verify the items up for vote**
  - Members will receive a second voting package by mail in on or about Nov 1<sup>st</sup> containing:
    - The agenda
    - Answers to any questions or concerns submitted by members
    - Voting instructions
    - Ballots
- **Current Board members that have volunteered to run for the 2020/2021 board are; Sandi Patton, Mel Huey, Jane Hackett, Lisa Armstrong, Marilyn O'Malley and Dave Hubbard**
  - As of meeting time no additional nominations for the Board have been received

### **New Business**

- *Dave moved the request to install an electric car charging station unit 1515 be approved, seconded by Marilyn; motion carried.*
- *Mel moved to approve the expenditure of \$15,000 +/- for the repairs needed to restore power to the lighting at the NE corner of the property, seconded by Lisa; motion carried.*

**Meeting adjourned at 7:15 pm**

**Next Meeting – Nov 15th, 2020, 3:00 pm to be held at unit 1452**