

Division 7 Condominium Homeowner's Association
Board of Directors' Meeting
Thursday, June 23rd 2016

Call to Order

President Lloyd Hightower called the meeting to order at 9:30 a.m. Board members present were: Lloyd Hightower, J. Christiansen, R. Christiansen, Steve Lavelly, and Cal Murphy. Others in attendance were: Patti DeVogler (161), Julie Hightower (108-B), Steve Welborn (121-A), Toni Tobin (116-C), Mike Mowatt (116-A), Linda Ogden (142-D), Jack Marlowe (117-C), Penny Van Vleet (117-C), Patricia Palmeri (143), and Walt Ward (133-D).

Quorum

J. Christiansen, Secretary, established that a quorum was met.

Approval of Minutes

The minutes for the May 18, 2016 meeting were previously approved via E-mail.

Opening Statement

President Hightower established guidelines for conducting the present Board Meeting as well as future meetings. This format is similar to that being used and by S.L.O.A. and The Golf Club. The format simply states that the Board will conduct its business based on the agenda provided as the first order of business followed by a question/answer/comment period. The time limit per topic and per individual shall not exceed two minutes. This is for the purpose of expediting the meeting within time constraints and also allows for any or all visitors to participate.

Committee Reports

Landscaping:

- ❖ Director Murphy stated that he had recently met with Jeff, Division 7 landscaper, regarding the current status. Jeff reported that overall, much progress has been made however, some projects are behind schedule. Murphy explained that delays were mainly due to ongoing sprinkler repairs done by Sanford as well as unusually wet ground conditions.
- ❖ Murphy encouraged owners to continue to use the request for service forms (revised form published on the Website). He and Director Lavelly will review and work on resolving all issues.
- ❖ Murphy briefly mentioned the situation with the DeVogler (161) property and the problems associated with pipe replacements.
- ❖ Murphy stated that removal of dead branches of a large tree at Unit 133-D will be removed at a level of 40 feet and higher.

- ❖ Ivy removal has not been completed.
- ❖ Fertilizing should begin within the next couple of weeks, weather permitting.
- ❖ Director Lavelly will continue to work in conjunction with Director Murphy on landscaping issues.

Architecture/Maintenance: Director Hightower reported the following:

- ❖ Painting on Bldg. 133 is complete and the invoice is in progress.
- ❖ Rebuilding of decks: Bldg. 148 is complete except for staining. This should be completed next week.
- ❖ Skylight for 134-A is on order.
- ❖ Window glass for 156-A is on order.
- ❖ Door glass for 119-C is on order.
- ❖ Replacement of front fences, Bldg. 148 is in progress.
- ❖ Structural work and painting is nearing completion of the west wall at unit 126-B.
- ❖ Hightower stated that there was \$18,000 remaining in the deck budget. it was M/S/C to complete the deck work at \$16,000.

Financial: Treasurer reported the following:

- ❖ R. Christiansen distributed the current budget report. He stated, that for the most part, the budget was in good shape. He did explain that bookkeeping service was in yet another transference. The new bookkeeping firm is Cents Ability, Inc. Vicki McCormack will be responsible for Division 7 bookkeeping. The funds presently allocated is in the process of being reviewed by the Board. This includes allocating funds for driveways and decks. The budget report was M/S/C.
- ❖ The annual budgeting process was discussed. Christiansen stated that for some projects not expected, funds could be re-distributed or moved throughout the year. He encouraged committees to begin working on the budget for 2017. He stated that all changes should be given to him by the first part of August.
- ❖ Reserve Study: Christiansen presented a finalized report of the Reserve Study for Div. 7. This is a 61-page document that will be available for access using a link on our Website. Overall, the analysis concluded that the reserve accounts are 32% below what is recommended.
- ❖ It was agreed to publish a list of the present Board members on the Website. This list will include phone numbers and e-mail dresses; also a contact number for our new bookkeeping service in addition to one contractor who will perform deck repairs and replace glass in doors and windows on a direct-contact-by-owner-basis.
- ❖ An update of present Board of Director members and their terms of service was distributed. It is as follows: Position #1, Cal Murphy (expiration date Sept. 2017), position #2, Judy Christiansen (expiration date Sept. 2017), position #3, Steve Lavelly (expiration date Sept. 2018), position #4, Lloyd Hightower, (expiration date Sept. 2018), position # 5, Ray Christiansen (expiration date Sept. 2018), position #6, VACANT, position #7, VACANT.

New & Old Business

- ❖ Website update is in progress.
- ❖ Welcome page to be redone.
- ❖ Declaration will be added in addition to present by-laws.
- ❖ A committee was established for review of Rules & Regulations, Policies and Procedures, and By-Laws. The committee members are Toni Tobin, Steve Wellborn, Penny Van Vleet, Richard & Teresa Streeter, and Steve Lavelly.
- ❖ A new Request for Service form will be published on the website.
- ❖ An updated list of Board members and committee members along with contact numbers for the bookkeeper, and for glass replacement and deck problems will be published on the website.
- ❖ An agenda for upcoming Board Meetings will be published on the website. Owners must take into consideration that the agenda is published just prior to each particular meeting and is subject to change.

Other Business: Director Hightower provided documents for review: (1) a letter to all owners in Div. 7. This document should have been received by owners via e-mail or mailing. (2) as mentioned, a current list of BOD members and term expirations, and (3) as mentioned, a new request for service form which will be published on the Website.

Question/Answer Time: Director Hightower referenced a letter from Kittie Hawks (133-D). There was discussion on each of the issues which, for the most part, were covered in the meeting. Toni Tobin (116-C) asked about publishing frequently asked questions. It was determined that this could be covered through the contacts which will be listed on the website. There was a request pertaining to publishing an agenda prior to each meeting. This will be attempted with the caveat that changes will occur. Owners who are interested in obtaining a copy of the agenda should contact the secretary, Judy Christiansen, with a request and to provide an e-mail address.

Note from the President:

Division 7 BOD meetings have been changed to the third Thursday of each month. The Annual Board of Director's Meeting will be Wednesday, September 21, 2016 at 9:00 a.m. at The Gathering Place.

Adjournment:

The meeting was adjourned at 11:30p.m. The next BOD meeting will be Thursday, July 21, 2016 at 9:30 a.m. at the Gathering Place.

Respectfully submitted,
Judy Christiansen, Secretary

