

DIVISION 7 CONDO HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
October 19, 2017

Regular Meeting—Teresa Knapp-Streeter acted as President in Steve Lavelly's absence and Nancy Baer's absence. Board members present: Teresa Knapp-Streeter, Cal Murphy, Joel Ogden, Mike Mowatt, and Dawn Kerns. Toni Tobin, 116C, present.

Call to Order—Teresa verified quorum. Called to order at 9:30 am.

Approval of Minutes—Moved by Mike and seconded by Joel to approve August minutes. Motion passed.

Treasurer's Report—Treasurer did not get a report from bookkeeper. Reports will be posted to website when available.

The audit for 2016 discovered that our books are off by \$2000 in 2016. An exhaustive research by the Treasurer discovered that unit 126 A was under billed by \$2000 in 2016. The same unit was under billed by \$2000 in 2017 also. Board voted to bill the unit the \$2000 for 2016 and 2017, for a total of \$4000.

Reserve study has to be done. We have sent all the information needed for the study.

Maintenance & Architect Report—Requests for Service have slowed down; still have 7-8 lingering but Mike will get those taken care of. Trying to get 3 bids for painting and 3 for roofing to take place in 2018.

It has been suggested that we use the electronic way to submit requests for services. Homeowners could fill out a request online and it would be sent to the appropriate person. Using a hard copy of the request for services would still be available. Using the online process was agreed upon electronically by board members but, If it doesn't work as expected, it can be changed in the future.

Landscaping Report—Recent windstorm is being cleaned up by the landscaping team, as it is part of Geoff's contract as landscaper.

We have received bids for landscapers. Prices and services provided will be reviewed by the board to determine the most effective landscaper. A team will be selected by the Board to start in 2018.

Irrigation water is turned off at all units.

Richard Streeter will now serve as Landscape Chairman. Since Cal has difficulty seeing the landscaping, Richard and Steve Lavelly will walk around the neighborhood to see what's needed. Committee is looking into replacing old and worn out plants with new low maintenance plants.

Joel will look into types of sump pumps to alleviate water buildup around 142/145.

Who's responsible for taking care of a dripping outside spigot? Mike stated that it may be easily fixed by turning off the water and replacing a washer. Homeowner is willing to try that.

Insurance Report—nothing at this time.

Committee Reports

Audit Committee—Mike will circulate a draft of the charter to Board members for their input. He hopes to have it ready for November meeting . He believes that they will be a good resource for Treasurer.

Emergency Preparedness Committee—First Monday of **February (5th)** will be next meeting.

Welcoming and Entertainment—Carol Stults and her sister have moved into 108A.

Old Business

New Business

Dawn asked if it is possible to repaint the arrows on the street to make it clear that traffic is one way around the islands? One Hilltop resident often drives on the wrong side, creating a hazard. Mike will check on getting this done. Steve Carr has done this job in the past.

It has been recommended that we have more levels of security on our web site. This would provide extra security layers known as SSL (secure socket layer). The Board members agreed on this electronically and the web manager will begin working on it. At a later date, our web site will be updated.

Owners' Comments

Next Regular Meeting: November 16, 2017

Adjournment
10:38 am

Respectfully submitted,

Dawn Kerns
Secretary