

DIVISION 7 CONDO HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
August 17, 2017

Regular Meeting

Those present: President Steve Lavelly, Vice-President Nancy Baer, Secretary Dawn Kerns, Treasurer Teresa Knapp-Streeter, Mike Mowatt, Joel Ogden, Cal Murphy. Also in attendance: Toni Tobin, 116C, Richard Steeler, 137A, Steve Welborn, 121A

Meeting was called to order at 9:32 a.m.
President Lavelly verified there was a quorum.

Approval of Minutes from July meeting. One correction-116B should read 116C. Minutes were approved.

Treasurer's Report-Teresa Knapp-Streeter

Treasurer Knapp-Streeter and President Lavelly transferred funds from accounts at First Federal to a CD for \$80,000, a money market for \$38,779.01, and checking for \$250 at Key Bank. This was done because our total at First Federal exceeded \$250,000 and would not be federally insured above that amount. This transaction was discussed and approved at last month's meeting.

Currently our resale certificate charge is \$100; Teresa has been filling out all the paperwork but our former bookkeeper did it in the past. \$100 doesn't really cover costs and we discussed increasing the fee to recoup our expenditures. Director Mowatt reported that SLOA's fee is \$200. The form addresses sunrooms and landscaping but we cannot always access the documentation. Some homeowners have agreed to take care of their own landscaping and some have sunrooms. For new owners this means they would be responsible for their own landscaping and always for maintaining the sunrooms. Bylaws also have to be provided to new owners. President Lavelly and Director Mowatt will do a walk through the neighborhood to document who has sunrooms.

Secretary Kerns moved to increase cost of certificate of sale to \$200. Money goes to HOA; bookkeeper bills HOA for work done. m/s/p

Billing: if our homeowner bills are sent out quarterly, it costs the Association \$800 per year. Maybe bills could be sent out yearly but with coupons or reminders attached. We currently have five units in arrears that total approximately \$15,000, possibly due to forgetting about them. SLOA places lien on property if dues are not paid. We will continue sending quarterly bills for the time being.

The audit is still being done. They have requested more information; the bookkeeper will take care of it.

There was a 3-yr contract signed with the company that performs reserve studies at a cost of \$1100/yr. This was unknown to anyone on the Board until just recently. President Lavelly stated he will call the company to determine the conditions of the contract and see if it is required that we have a yearly off-site audit and if the 3-year contract is binding.

Vice-president Baer feels we need to be proactive and keep up on building reserves. President Lavelly stated that some people have not bought condos here because our reserves are low.

We have an Audit Committee that needs to get activated. Treasurer Knapp-Streeter has been the main person to seek out and request hiring a new bookkeeper. The Audit Committee should use their collective knowledge to find someone to do the job, should the need arise again. Per our bylaws the Audit Committee is to help hire bookkeepers and also be involved in the audit. They should at least be available to field questions from the Treasurer.

Maintenance & Architect Report: Directors Mike Mowatt and Joel Ogden

Director Mowatt pointed out that this is the height of season for repairs, painting, etc. Larry Sampson was selected to paint 108 but was injured and cannot do it this year. Mike talked with 5 painters and got 2 responses. He talked to a painter recommended by Sherwin Williams, Scott Wiley. Scott gave preliminary estimated amount of \$17,800. Mike would like to switch painters to Scott and possibly get it done this year. Will follow up on getting a bid for 126. Mike will send around specific bid.

Director Mowatt will look at roofs next week to set up schedule for next year.

Director Mowatt asked for guidance in determining if a window needs replacement. Former Board Member Lloyd Hightower's definition of a window needing replacement was that the window was occluded permanently 24 hr/day. Discussion about whether 100% occlusion should be the standard. Should it be reduced to 50% or 25%? No decision was made. Replacement of windows will be an upgrade because we can't replace 40 yr old glass with 40 yr old glass.

Landscaping Report: Cal Murphy

Director Murphy stated that moles are still around. The trapper continues to place traps to catch the moles.

Units 159, 161, 163, and 161 reported water. Upon inspection of problem, it was found that the house next door left their hose on.

Some people have shrubs outside their condo and want them removed. Policy is that we won't remove vegetation if it is healthy.

Unit 108A had shrubs along driveway that scratched the owner's car and she asked that it be removed. It was pruned back rather than removing it.

One homeowner wanted gravel put down on walking path between units on north side and a more stable material will be used so it doesn't just roll down the hill.

Units 143 and 145 experienced standing water. Cal turned his water down so it didn't put out as much. Golf course also waters there. Soil is not very absorbent so Cal will keep an eye on the standing water.

Insurance Report: Nancy Baer

Nothing to report at this time.

Nominating Committee/Annual Meeting prep: Dawn Kerns

Two people have agreed to run for a place on the Board: Cal Murphy and Mike Mowatt are running to retain their seats. Their names appear on the ballot. The **proposed budget is the same as last year**. The budget is also on the ballot to approve or disapprove.

The packets explaining the Annual Meeting have been printed, copied, collated, and placed into envelopes with address labels. They will be mailed out next Tuesday, August 22, 2017.

Committee Reports

Emergency Preparedness Committee—Director Ogden handed out flyers listing items that would be good to have in case of a disaster. For example: water or filter for 30 days, first aid supplies for 30 days, tools and supplies, food, clothing, bedding all for 30 days.

He is also checking into anchoring propane tanks.

Welcoming and Entertainment

Toni Tobin: ice cream social is scheduled for Sunday, September 3, at the Gathering Place, 3 pm. Invitations will be handed out closer to that time.

Toni requested the Board meeting schedule for next year so it can be entered on the Gathering Place Calendar. She is responsible for entering the recurring weekly and monthly reservations. She will not be available in November/December when she usually does it so she is requesting the information now.

Old Business

New Business

Secretary Kerns wanted to put out the sandwich board to advertise the upcoming Annual Meeting. However, it was stated at the recent SLOA meeting that the board is where it should be but the letters have gone missing.

Owners' Comments

Toni Tobin: Is it Geoff's responsibility to maintain ground cover? Suggests reviewing the contract to see exactly what he is responsible for and if it is what we need.

How much is our division paying for irrigation? We pay water for our home. It is being metered but not billed. Coming up we may start paying for usage. Some homeowner tapped into irrigation water, thereby not using their own water. This would be an issue if and when each condo starts paying for their own water usage. Yearly inspection for back flow device will be done.

Website has Bulletin Committee. What is it? Ideally it was for listing things for sale etc. It has not developed the way it was planned so it will come off the website.

List of homeowners on website should be updated. It is years out of date. Toni volunteered to do it.

Maybe 5 people don't have email. Can we continue to send quarterly bills so they get reminded? Hard to ignore mail. Yes

Did Marty get paid for retro work on her condo? Came to agreement.

Meeting schedule for the year is on web site.

Steve Welborn: Lien costs go to homeowner; it will be on their sale papers.

\$3200 for taxes. Why so much? Teresa can get copy of last year's taxes since this year's is not done yet.

Next Meeting: Sept. 21, 2017 at 9:30 am. ANNUAL MEETING

Adjournment 11:30 pm

Respectfully submitted,

Dawn Kerns
Secretary