

DIVISION 7 CONDO HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING MINUTES
November 16, 2017

Present: all Board of Directors: Steve Lavelly, Joel Ogden, Nancy Baer, Cal Murphy, Mike Mowatt, Teresa Knapp-Streeter, and Dawn Kerns.
Others in attendance: Toni Tobin, 116C; Rob Baer, 156B; Richard Streeter, 137A.

Meeting was called to order at 9:25 a.m. It was established that there was a quorum.

Approval of October minutes: Director Mike Mowatt moved we accept minutes. Director Joel Ogden seconded. Motion passed.

The Board was asked to acknowledge the secretary when meeting minutes are emailed to them. If they have comments or changes, respond to secretary. If there are no changes, then move, second, or vote to accept the minutes. Verification that they read and accepted the minutes is necessary to do this electronically.

TREASURER'S REPORT by Teresa Knapp-Streeter

All financial reports were emailed to Board members. Steve Welborn and Jack Marlow of the Audit Committee looked closely at the reports and found some issues to clean up and explain.

Our budget shows that we are over for the bookkeeper at this time. They will continue to be higher than usual because we need to clean things up and get them the way they should be. The overall budget will not be overspent because there are other line items that have a positive balance.

Some homeowners' dues are still unpaid for 2017. One has been sent a letter explaining how much he still owes for this year as well as what he owes for 2015 and 2016 when an inaccurate billing was sent to him. We have received no communication from him yet. Steve stated he will do what he can to talk to the other homeowners.

Our audit Letters of Representation have been signed and sent. (These are our response to their findings.)

We have 60 days to respond to the Reserve Study. Jack Marlow and Steve W. have gone over it and made a few comments to Mike, the chairman of the audit

committee. They will get together and discuss. Mike felt that many of the items discussed in the study are possibly inaccurate.

There was discussion regarding an online business account and setting it up so that the audit committee and bookkeeper (and her employee) have read-only access. With this they can see where money is being spent and how much. They will not be able to do anything but look at the numbers. Nancy moved, and it was seconded, that we have an online account that can be accessed by the named people.

Dawn pointed out that she agrees with the Audit report that recommends “the Board, not just the treasurer, should receive and review all bank statements and reconciliations on at least a quarterly basis.” Teresa verified the information and also pointed out that the entire Board of Directors is responsible for the budget and expenditures. Dawn expressed wanting read-only access to have one more set of eyes to see where the money is being spent and how much.

The Board discussed purchasing a laptop computer with appropriate software for the treasurer to be able to read information sent from the bookkeeper. Her home computer is old enough that it cannot be upgraded to interface. Nancy did the footwork and found a Dell Inspiron laptop and all extras. She moved, Mike seconded, to purchase a laptop dedicated to treasurer business with an external drive, QuickBooks, mouse, office, etc. Computer would be the property of Division 7 and passed on to any other person filling the position in the future. Motion passed with one member abstaining. We will look at getting a computer for the Board Secretary sometime in the next 6 months or so.

MAINTENANCE & ARCHITECT REPORT by Mike Mowat

Mike checked into repainting the arrows on Hilltop Drive. SLOA has no problem with it. We will have to wait until spring to do anything about the arrows.

We discussed putting up a larger speed limit sign. The Board thinks it would be a good idea. Mike will check into it.

Mike is still waiting for painting bids but has received bids for re-roofing. He plans to meet with one of the vendors to be sure that his bid covers everything that the other bid does.

Board had a storage unit in years past but now Steve Carr stores lumber, paint, and anything else that he uses in projects. Brad Busher has cedar siding which

may save us money when doing deck walls. 142B submitted requests for maintenance, and Mike authorized Brad to do work on dividing wall on deck.

Mike is still working on the list of approved maintenance tasks. He hopes to compile a list the HOA does not cover also.

LANDSCAPING REPORT by Steve Lavelly

Richard Streeter is now landscaping chairman. He and Steve physically check on the area and report any problem to Cal.

Three landscaping companies submitted bids for 2018. The committee reviewed them and decided to stay with (Geoff) Parsinen Landscape Maintenance, Inc., who has done it for several years. Cost will be \$3150/month plus tax. They will go over the contract with Geoff to be sure both parties understand what the HOA expects. Cal moved, Nancy seconded, that we hire Geoff for another year. Mike suggested that we post the list of approved landscaping duties so that homeowners know what they do. Toni Tobin asked that we also list what the homeowners are responsible for.

Pruning is scheduled for the near future. We have had a number of wind storms and Geoff should blow debris after every big storm. Dump pile will be removed in the next couple days.

Two diseased trees were removed behind 142 at a cost of \$4100.

COMMITTEE REPORTS

Mike presented the Audit Committee Charter and asked for comments. No comments were offered so Steve moved and Joel seconded that we accept the charter as written. Motion passed.

Joel reported that the Emergency Preparedness Committee will meet the first Monday in February.

The Water Board meets on the third Tuesday of each month. Several people feel we should have better communication on our street. As an example, the recent water main breach. A Board member or two may attend their meeting to request a better notification system for problems.

Toni stated that our Christmas Party is December 16. She will not be here so Nancy Baer and Debby McGeehee are working on it. Debby has come up with

the invitation asking for a hearty appetizer to share. Also, it is asked that non-perishable food items are donated by everyone attending. All food will be donated to the Food Bank.

Old Business

NEW BUSINESS

All unclaimed extra keys will be destroyed on November 30. We need to remove #11 in R&Rs because we no longer store extra keys for homeowners. Motion by Nancy, seconded by Teresa, to have #11 removed. Motion passed.

Nancy provided sample documents regarding delinquent dues and what should be sent to delinquent homeowners and when. A tentative process was devised and Nancy will draw up a document based on our input. Monthly interest payments will be assessed and eventually a lien placed on the property. An attorney should be consulted to review the legality of the paperwork.

Owners' Comments

A question was brought up about having two signatures on the checks. The By Laws Committee changed the original document to read that checks would have a co-signer. Teresa explained that the invoices have a signature and then she (or another Board member) will sign the check. She considers this "two signatures." She further stated that when she goes to the bookkeeper's office to sign checks, they are mailed to the appropriate person/business. If another signature is required, she is afraid this could create a delay. A member of the By Laws Committee stated that the invoice signature is not considered a co-signature on a check. Steve suggested that we take this up at a future date.

Next regular meeting: December 21, 2017.

Meeting adjourned at 11:46 a.m.

Respectfully submitted,

Dawn Kerns
Board Secretary