

Meeting Minutes

Project: [≤ TT3 HOA Minutes – General Session – 03/21/2017>](#)

Date and Time		Attendees				
3/21/2017 7pm		<u>Manager:</u> Carol Stein <u>Board:</u> .Andrea Kim, Dan Garay, Hopi Marcum, Dave Phillips, Muriel Barton <u>Homeowners:</u> <u>Absent:</u>				
ID #	Summary of Notes					
1.	Meeting called to order: 702pm					
2.	Opening address to welcome new board members. Basic discussion on communication and answering emails in 24 hours.					
3.	Previous minutes approved					
4.	Traveler’s insurance for earthquake and liability active					
5.	Beatrice will restart pool clean up once weather is clear. Discussion around adding basic grounds walk through for trash.					
6.	Gutter Project continuing for build 1,3,4. Dave had samples to show board include gutter guards. This will eliminate the need for gutter cleaning in the future. Phase 2 starts 5/8, repair/paig fascia 5/15, new gutters 5/22.					
7.	Top Contenders will be on site for complex main drain cleaning 3/28.					
8.	Landscaping proposal for Spring update approved. KMS contacted. Additional watering on Wednesday may be required to take root.					
9.	Carol to talk to Higgins about setting up time and/or individual appointments for mandatory termite inspection.					
10.	Newsletter to go out this month via hard copy. Owners will be encouraged to sign into website to reduced copying and postage in the future.					
11.	Precise Roofing removed unused satellite dishes and loss hanging wires.					
12.	California Paving to be scheduled in June. Further work will be required to replace asphalt.					
13.	Next general board meeting 4/10 7pm 4436 Kling St.					
14.	General Session Adjourned: 750pm					
ID#	Action items – xx/xx/xxxx Meeting		Owner	Status	Due Date	Resolution/Comment
1.						
2.						
3.						