

Meeting Minutes

Project: [< TT3 HOA Minutes – General Session – 11/13/2018 >](#)

Date and Time	Attendees
11/13/2018 7PM	<p><u>Manager:</u> Calista Mendez</p> <p><u>Board:</u> Michele Phillips, Bruce Watkins, Lisa Goldfisher, Andrea Kim, Karen Fond</p> <p><u>Homeowners:</u> Dave Phillips, Brenda Lambert, Bill Garcia</p> <p><u>Absent:</u></p>
ID #	Summary of Notes
1.	Meeting called to order: 7:03PM
2.	October minutes approved.
3.	Review of 2019 budget: Continuation of discussion from previous month—board has reviewed two draft options, with varied increases in monthly association dues. Points to consider include the continued rise in cost of living, as well as many large reserve items coming up for repair in the next couple years. Also to note are the historic lack of due increases in prior years, even as maintenance costs have risen.
4.	Related to maintenance costs, Brenda poses question on how our vendors are determined, i.e. landscapers. Response from Michele: some have been tried and true and the board has used them for quite a while. For example, Top Contendor, our plumber, provides a guarantee on their work. The board also works to gets multiple bids before committing to vendors for larger maintenance items. Calista also notes that aside from our routine vendors, there is an approved list of HOA-focused vendors that we can also select from for other maintenance.
5.	The two previously drafted budgets are based on a raise in dues to either \$350 or \$355. Concerns raised that budget could still be too tight due to continued rising maintenance and repair costs and unexpected items that may come up. After some discussion, board unanimously votes to raise monthly dues to \$360 in 2019. This will increase contribution to the reserve account and help ensure there are enough funds for all necessary maintenance in the coming year.
6.	Recent maintenance updates: A Plus Gutter Systems came out to the property and resealed some of the gutter seams. Repairs were completed with no additional charge as it was warranty work.
7.	Garage drain cleaning update: 26 units participated. One problem area: discovery of a crack in lateral sewer line, at a joint in the pipes between units 4426 and 4428. Repair necessary. Plumber suspects that this was caused by Roto Rooter as the majority of these types of breaks are caused by drain snakes. Board is currently waiting on bids from two plumbers before proceeding with repair.
8.	Electrical work: B&K Electric repaired a section of electrical conduit that had deteriorated due to age. The damaged conduit was discovered after the removal of some ivy in the interior of the complex. Proposal made to add some lights in the landscaping on Clybourn as there are some dark areas along that walkway.
9.	Tree trimming is scheduled for December 5 with Flintridge. Michele will work with them to prioritize what needs to be trimmed in order to get as much of the work done in one day as scheduled. They will need access to all patios with trees.
10.	Termite inspections to be conducted on the property by Higgins on November 30 and December 1. Flyers to be posted online via MyGreenCondo and our newsletter, and will be distributed this week by Higgins to all doors. We need to follow up with any homeowners who do not call in to make sure that they schedule their inspection time and participate in the mandatory inspections.
11.	Calista provided a summary of October financials. HOA is in good standing. We are in the green by \$2958 as of end of October and keeping pretty close to the budget. The insurance premium that was borrowed from the reserve account in order to pre-pay and avoid finance charges will be fully paid back to the reserve account by year's end. Suggestion was made that Calista should send a financial summary to the homeowners on a monthly basis.
12.	ONIT suggested the Association should have a financial review of the 2017 financial activities of the Association. This review is to be done by a CPA with the goal of making sure the management company is managing the finances of the HOA correctly. Once the financial review is completed it needs to be shared with homeowners within 120 days after the close of the year. (per Civil Code §5305)
13.	The financial review was completed by Tim Bradley and sent to the board for review. The board has requested clarification regarding the various expenses on the statements of revenues and expenses for the year ended 12/31/2017.

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14.	Idea for consideration for next year: a records retention policy is required to help ensure that the board is storing all necessary records properly, for the proper amount of time.
15.	General Session Adjourned: 8:40PM