

Meeting Minutes

Project: **< TT3 HOA Minutes – General Session – 02/12/2018 >**

Date and Time		Attendees
2/12/2018 7pm		<u>Manager:</u> Erik Mendez <u>Board:</u> Dave Phillips, Muriel Barton, Andrea Kim, Hopi Marcum <u>Homeowners:</u> Bruce Watkins, Michele Phillips <u>Absent:</u>
ID #	Summary of Notes	
1.	Meeting called to order: 7:02pm	
2.	Conf call with Timothy Kline to review and renew liability insurance proposal. Decreased yearly cost. Also compared with another agent. Policy was automatically renewed at 12:01am 12/13 so no lapse of coverage. Advance motion made, seconded and passed to pay out of reserve to save interest and repay reserve.	
3.	General (Dec) and 2 executive sets (Dec/Jan) of minutes were approved and accepted/passed.	
4.	Gutter seal leak at 4428 Kling during rain to be repaired.	
5.	Main Drain Clean out scheduled for 2/27.	
6.	Discussion on Beatrice schedule and payment plan. Board opts to accept invoice every 2 weeks and if weather is not acceptable, Beatrice is allowed to change day and/or cancel. Confirm she will receive 1099 for tax purposes. Bruce Watkins will communicate information.	
7.	Review of Armstrong proposal. Muriel to get further information regarding Kling Street area for continued discussion.	
8.	Dave to set up date to review boxes of old records retrieved from storage.	
9.	Board training for My Green Condo 3/5 7pm at 4430 Kling.	
10.	Higgins Termite report received. Discussions around additional helpful information (dry rot, sun or water damage) provided.	
11.	Management company to send letter to 4450 Kling regarding potential plumbing risk within complex.	
12.	1/5 ONIT mailed out election policy and proposed amendment with ballot. 2/5 Onit officially tabulated secret ballots and board adopted amendment to By-laws. 2/9 Nomination forms mailed. 2/23 Nominations are due. 4/6 Annual meeting, location TBA. Management company will reserve space.	
13.	Management company will prepare packets for secret ballot vote on CC&R's amendments and adoption/questions of newly updated Rules and Regs. Dave to prepare cover letter for further explanation for review including legal cover. 30 Days required for votes to be in and official tabulation of secret ballots on CC&R's.	
14.	Topics for future discussion: code of conduct, maintenance matrix, record retention policy, architectural guidelines, landscaping strategy	
15.	Next meeting 3/19 7pm 4436 Kling to be confirmed via email announcement	
16.	General Session Adjourned: 9pm	