

Meeting Minutes

Project: **< TT3 HOA Minutes – General Session – 10/09/2018 >**

| Date and Time | Attendees |
|----------------|--|
| 10/09/2018 7PM | <u>Manager:</u> Calista Mendez <u>Board:</u> Michele Phillips, Bruce Watkins, Lisa Goldfisher, Andrea Kim, Karen Fond <u>Homeowners:</u> Dave Phillips, Wilson Roth <u>Absent:</u> |
| ID # | Summary of Notes |
| 1. | Meeting called to order: 7:03PM |
| 2. | September meeting minutes approved. |
| 3. | Open forum: Karen presented information on pesticides that are harmful to bees. Lisa mentioned that drip line that was recently added to planter next to unit 364 is not very effective; may need some adjusting or attention. |
| 4. | Door estimates: additional bids acquired for front doors. Most seem within similar price range. Calista to send announcement to all via My Green Condo to present homeowners with estimate on pricing to gauge interest on how many might want to purchase new doors. Estimate placed at \$2200, including hardware and installation of door. |
| 5. | Estimates on patio gates acquired from Lock-up, all at varied pricing as openings are of different sizes. Management company to send letter out and let those with no gate decide whether they would like to purchase a gate to secure opening in patio wall. |
| 6. | Roof inspections on building 4 went well. There was a repair made with a satellite dish which was not secured properly to roof. Discussion around satellite dishes, and whether homeowners and tenants are aware that they need to be installed in accordance with our satellite dish policy. Board to send reminder to all at start of year regarding satellite dish policy. Gutters on remaining buildings were also vacuumed and cleaned. Next year, inspection will be on Building 5. |
| 7. | Garage drain cleaning has been re-scheduled to October 20 th and 27 th . Board to send another reminder prior to the new dates. 24 people are currently signed up. Drain cleaning of main lines is scheduled for November 6 th . |
| 8. | Tree trimming: Budget allows for Flintridge to come for one day of trimming. May need to prioritize trees and leave some items for our landscapers to work on due to limited budget. Michele also met with A-Plus Trimming and they were impressive and organized in their bid, but are a bit too costly at this time. |
| 9. | Higgins termite inspections scheduled for November 30 and December 1. Flyers will be sent to homeowners on November 12 th to schedule time slots. |
| 10. | Insurance—the board seems to have held duplicate workers' compensation policies. We are letting the AmTrust policy expire without renewal, and keeping the current policy with Timothy Cline. This keeps all our insurance in one place. |
| 11. | Financial review was completed by Tim Bradley, CPA. There are some clarifications required on some of the categories listed in the review; Calista to obtain clarification from Tim for the board. |
| 12. | Calista provided a financial summary on the HOA's current financial standing. There are a few upcoming maintenance projects which will cost some money. In summary, we currently have \$5472 in operating funds. It will be very close by the end of the year, but overall in good standing. If funds are insufficient, the board can borrow from the reserve account which would then need to be re-paid within 12 months. Legal fees made a major impact in costs this year, resulting in over \$22,000 in expenses. |
| 13. | Reserve summary was calculated by Calista based on last year's summary. The reserve account is approximately 62% funded at this time. |
| 14. | Budget review: Additional revisions made on 2019 draft budget. Due to rising costs of living in various categories, the board is discussing raising monthly dues to \$360 to help cover rising costs, and keep our complex well-maintained. The board is agreeable to a rise in dues to \$360, though no official vote was made during the meeting. Budget to be finalized and sent out in November. |
| 15. | General Session Adjourned: 8:51PM |