

## Meeting Minutes

Project: **< TT3 HOA Minutes – General Session – 08/06/2018 >**

Date and Time	Attendees
8/6/2018 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> Julie Cooke, Yvette Salmon, Narine Galstian</p> <p><u>Absent:</u></p>
ID #	Summary of Notes
1.	Meeting called to order: 7:04PM
2.	Discussion around pool safety and board liability. Association has appropriate insurance coverage and a solid policy. Pool gate is not necessary but a large project that may be considered in the future. The scope and cost of the project would require approval from homeowners.
3.	July meeting minutes approved.
4.	Financial report by Calista. Association is in good financial standing. To date, we are \$9487 in the green. While legal fees have been more than was budgeted for, other items have been under budget, such as pest control and plumbing.
5.	Discussion around board member participation and responsibilities. Karen will begin regular walkabouts of the property and report back to the board of any items that require attention. Bruce to assist. Lisa will work with Calista and Michele on reserve study and proposed budget in coming months.
6.	Plumbing: At 4412 Kling during the recent main drain cleaning, there was a backup into the unit. Noel, our plumber, has recommended a backflow valve be installed to prevent this from happening in the future. Further discussion around root damage to pipes, and importance in watering in-ground trees to prevent roots from growing deeper and invading pipes that go out to main drains.
7.	Open forum: Narine observed that gardeners occasionally blow the leaves and debris and leave them on the steps leading to the southwest gate, rather than clearing them out completely. Request to ask them to clear area properly.
8.	Open forum continues with discussion around landscaping and sun/shade between the Clybourn side and Kling side of the exterior landscaping. Also noted that tall grass at the driveway by Julie's unit requires trimming for visibility and safety when cars exit the driveway.
9.	Mulch on Clybourn was raked down and transferred over to the bed along the walkway that goes from Clybourn into the pool area. As a result, the landscaping and sidewalk along Clybourn has improved and looks cleaner.
10.	Maintenance updates: Painters did stucco repairs and touch-ups on Friday August 3. Also touched up gate on Kling side. On July 28 <sup>th</sup> , Anthony's Window Cleaning completed the cleaning of all garage doors and frames, exterior garage lights, and the pagoda lights in the landscaping.
11.	Proposal to replace sprinklers in planter by unit 364 with a drip line, for consistent watering of the oleander. Motion made and passed by unanimous board vote.
12.	Door painting for units 4400-4456 had been canceled due to heat; will be re-scheduled when weather cools, as doors must be left open for 4 hours to dry. As some of these doors have extensive damage or rot, board will provide homeowners with option to purchase a new door at the time of the re-painting. Calista to research door vendors so that board may provide homeowners with purchasing and pricing options to all homeowners in case there are others who would like a new door.
13.	Michele brought up a bill currently pending legislature which, if passed, may require homeowner associations to inspect any balconies for safety issues. Something to consider as it may come up for the association in the future.
14.	Follow up letters to homeowners with rules violations will be in September with the completion of quarterly inspection.
15.	Discussion on reasoning behind ban on lights on patios. This is a rule put in place for several reasons, namely to prevent items from affecting the architecture integrity of the complex, in response to complaints by homeowners sensitive to the lights affecting their sleep, as well as to help prevent any damage to buildings, including patio walls.
16.	Maintenance matrix has been completed. Board to review by the next meeting.
17.	Collection policy: board is using the most current pre-lien letter. Calista to confirm any changes that may affect current policy before letter goes out at year-end.

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18.	Solar panel and fan policy to be incorporated into architectural guidelines to keep uniformity within the complex. Calista to get bids from other HOA attorneys for architectural guidelines.
19.	Yvette observed a homeless man walking through the property and possibly into pool area late at night. There has been an increase of foot traffic and activity late at night around the complex observed by others as well. All need to be cautious of surroundings and any strange activity.
20.	General Session Adjourned: 8:47PM