

Meeting Minutes

Project: **< TT3 HOA Minutes – General Session – 09/11/2018 >**

Date and Time		Attendees
9/11/2018 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: 7:05PM	
2.	August minutes approved.	
3.	Walkaround of property prior to meeting with Calista and partial board to review any units with continuing violations. Follow up letters to be sent, as well as a few new violations to rules and regulations. Calista to handle violations letters.	
4.	Board to begin working on a policy for solar panels, along with architectural guidelines. Have gotten a quote from an attorney for this work.	
5.	Research continues for front door vendors and options. Calista has gotten a couple of bids, one which includes purchasing the door directly from supplier (bid received from IMS Construction) and hiring Handyman Connection to cut/paint/install. Doors will need to be cut to size on-site as they are not a standard size. Research will continue for options to present to association, including a hardware option for those that wish to replace hardware with the new door. Board will select and present one approved option to homeowners.	
6.	Landscaping updates: Planter box by unit 364 now has drip line for consistent watering, and the oleander has been trimmed. Next will be the addition of drip lines to the plantings on Kling by unit 4400.	
7.	Review of maintenance matrix. Karen provided some feedback on a few items in the matrix. Michele will review, and matrix should be ready to share with everyone by the end of the month.	
8.	Clarification over website use and online communications. My Green Condo is ONIT's means of official communications with both the board and community, as well as a space to post association documents and share agenda for monthly meetings. The TT3 website (tolucatownhouse3.com) is the board-maintained website with HOA resources as well as the means of communicating the monthly newsletter to the TT3 community.	
9.	Discussion over bulky item pick up, as residents continue to dump items inappropriately and without scheduling a pick up with the city. Board has provided information to the community on multiple occasions regarding bulky item pick ups. Calista to send a message with info on the bulky item pick up via My Green Condo.	
10.	Karen shared some flyers and information on Burbank recyclables, i.e. what can and cannot be discarded in the blue bins. To be shared in upcoming Tip of the Month.	
11.	Review of Bruce and Karen's walkaround of property, where they observed items that may need repair or attention, including walkway cracks, paint peeling on downpouts, and some units without security gates in patio wall. Also of note the unit numbers next to front doors are painted the same color as walls. Peeling paint will be repaired when painters come to re-paint the doors.	
12.	Tree trimming with Flintridge to be scheduled for the fall.	
13.	Upcoming maintenance. Roof maintenance is scheduled for October for building 4. Precise will also do a walk around of remaining buildings, and clean gutter guards. Hydro jetting of main lines and individual units will be scheduled with Top Contender.	
14.	Termite inspections are slated for November. Calista will contact Higgins for dates and organize.	
15.	Discussion of budget draft. Review of budget line by line, some adjustments made. Calista will send draft to board for review, and further adjustments will be made likely at next meeting.	
16.	Next meeting scheduled for Tuesday, October 9, at 4436 Kling. 7PM	
17.	General session adjourned, 9:14PM	