

5/11/2016 HOA Board Meeting

Attendance: Denise Papetti, Mark Hauge, Jim Fulkerson, Daniel Donisi
Jessica Kavran (absent)

Called to order 7:05pm

AGENDA TOPICS:

1. Daniel Donisi nominated and accepted Interim Director Position.
2. April Financials: Review Financial Statement from ATC
 - 47 of 48 Assessments collected
 - Discussed variance in landscaping line item caused by Landscaping Repair
 - Discussion on which suppliers need to be sent letters for transition to new invoice payment processing by CFHOA
3. Financial Statement Requirements for Q2, Q3 & Q4
 - Mark and Jim to discuss monthly statement details
 - Quick books as an option was discussed
 - Jim to review current March/ April financial packages from ATC to determine go forward requirements – adjust or replicate – Jim to determine and revert.
4. Garage Sales – Advertising
 - Dan look into mobile app we can advertise
 - Denise check with Aaron about sandwich board. HOA purchased? Where located?
 - Denise – Create fliers for mailbox & homes. Hours Fri 3-7pm; Sat/Sun 10-3pm
 - Denise – Purchase signs, Mark to provide posts – total 5
 - Advertise in paper- hold for now. (?)
5. Location for June Meeting
 - Ristrettos upstairs confirmed 6:30-9pm
 - Denise create fliers – post at mailbox and homes. Owners only.
6. Agenda for June 2nd HOA Meeting
 - Draft Agenda: Board Member changes, Changes To Self- Management, Financial Statement Review- Income & Expense adjustments , Project Updates, Budget Adjustment Approval,
 - Need individual to check in attendees- Name, Phone, Email etc.
7. Timing for sending out Meeting Notification/Proxy requests
 - First Notice already sent to owners
 - Mail out agenda and proxy request next week. Include reminder for new payment process.
 - Denise and Dan to created reminder flyer
8. Timing for sending out July Assessment Invoice's
 - Discuss payment process at June 2nd meeting
 - Send invoices out after June 2nd meeting
9. Budget Adjustments Required for CY2H16 & CY1H17
 - Savings- PSE allocate to connect and repair current irrigation system
 - ATM Management Fee – Allocate to Landscaping
 - Denise to submit remaining landscaping receipts for reimbursement

10. Landscaping – Chipper Shredder Rental – (Clean up Center Space)
11. Landscaping – Common area strips on 213th (Sod Cutter?)
12. Landscaping – OPEN AREA - Blackberry, Rose Removal (Labor Options)
 - Items 10, 11,& 12 Deferred based on June 2nd Meeting Results
13. CC&R Enforcement – Current Status for April
 - Motion Approved to suspend any CCR violations until July.
14. Account Transition Letters to Current CFHOA Suppliers
 - Invite American Family to present at the next Board Meeting (Not June 2nd)
 - Consider inviting other supplier to our Board meetings as well
15. Updating all documents – Significant updates required in all of our documentation.
 - Deferred based on June 2nd Meeting Results
16. Other Topics
 - Denise to email Kim for Welcome Packet to D1L48
 - Determine what information should be included in Welcome Packet after exit of ATC
 - New board members to review Board manual provided and highlight items that do not make since or need to change – focus on BYLAWS and CCR's

PROJECT UPDATES:

Stain Color Pallet for Fencing:

- Denise to provide 3 options for vote at June 2nd meeting to be voted on by HOA
- Options for HOA and Home Owners to maintain fencing to be distributed for HOA input prior to June 2nd meeting
- Shingles Stain color to be address by each owner when requesting architectural change form
- Shingle, Trim Paint, Garage Door Paint to be addressed in letter to the association after June 2d meeting

Sprinkler System Hookup

- Builder never obtained Water Irrigation Meter permit and installation.
- Covington Water hookup fee Estimated at \$30k - assessment and water study required
- Looking into alternative hookup options to obtain water use
- Estimated hookup and testing of sprinklers budget request to be included in CY16 Budget Request.

OA Phone Purchase

- Mark to purchase- include text and email
- Mark to set up an gmail email account

CF HOA Website Development

- Motioned and approved cost to create website
- One page to start with expansion capability
- Denise to confirm and support

Common Area Definition

- Definition to be included and available at the HOA meeting June 2nd

Open Space Clean Up

- Discussed options to purchase, lease and rent equipment to use to repair & replace landscape
 - Tabled to next meeting
- Community involvement – Neighborhood clean-up day – Discuss at next meeting
- Rental of wood chipper (\$200/day) Required for clean-up – Timing TBD

Meeting adjourned 9pm.