

Minutes
Board Meeting
August 23, 2017

Call to Order: Mike Hosein called the meeting to order at 6:31pm

Attendance: The quorum was established as Ramesh Bakhru, Mike Hosein, JR Goodman, and Brendan Sullivan were present. Yvette Baldonado represented Community Management Specialists, Inc.

Previous Meeting Minutes: Brendan made a motion to approve the meeting minutes from 7/25/17, seconded by Mike and approved 4-0.

Manager's Report: As of 7/31/17, the Association has \$332,904.58 in cash of which \$240,235.54 is comprised of reserve funds. The month of July yielded \$8,119.44 in income, \$10,409.97 in expenses for a net of (\$2,290.53). January through July has yielded \$58,590.92 in income, \$77,753.32 in expenses for a net of (\$19,162.40). Accounts Receivable as of 7/31/17 was \$11,946.65 (\$5,786.42 as of 8/22/17). The Board reviewed the collection report.

Business Items:

- Board discussed reimbursement for Board expenses – Management suggested setting up Petty Cash on the balance sheet and that the Board will need to approve an amount and keep receipts and reload as needed. The Board wanted a checkbook that would require 2 signatures for accountability. As this is unavailable the issue has been tabled.
- Board discussed fining process – As the By-Laws state that the maximum fine per violation is \$100.00 this process would not be feasible.
- Board reviewed Policies & Procedures & Rules & Regulations – Brendan will make revisions and send to management so that it can be forwarded to attorney for review.
- Board discussed sidewalk repairs – Board requested RFP for evaluation & repair of sidewalks throughout the community and to include the draining issue affecting the sidewalk at 2681 Reagan Trail. Management will facilitate.
- Board requested that ARB minutes are included in the board packet.
- Board requested an addition to the agenda: Committee Updates.
- Carlos Asturrizaga gave an update on the mailboxes.
 - Carlos will have the numbers for the next meeting.
 - Postmaster will send letter to each homeowner with key to new mailbox.
 - There will not be mail delivery the day of installation.
 - Installers will also fix the cluster that is leaning.
 - All mail will be delivered the day after installation is completed.
- Board decided to table the mailbox cluster replacements until 2018 Budget is worked on and reserves are looked at.

- Board requested that inspections moved to 1st or 2nd week of the month.
- Board discussed 2 pending legal issues
 - Lot 23 – Board requests if a survey was included with the paperwork from the sale of Lot 22, please scan. Board discussed having a few board members visit the property. Board feels that if the fence belongs to the new homeowners that this case should be closed.
 - Lot 126 – Minutes from 10/2/15 & 11/6/15 ARB meeting were provided to the attorney.

CCR:

- Lot 61 – Send Immediate Action Letter.
- Lot 72 – Brendan will deliver ARB application to the homeowner.
- Lot 76 – Board requested that violation #2 closed as they painted the home the same color. Close violation #3 and reopen as new violation.
- Lot 17 – Board requested that this be closed.
- Lot 22 – Board requested if a survey was done when property was recently sold.
- Lot 29 – Board requested that a letter be sent asking for a timeline.
- Lot 30 – Violation should be closed as ARC application has been approved.
- Lot 46 – Board requested if there has been any correspondence since 2/14/17.
- Lot 56 – Board requested that violation #4 be closed.
- Lot 36 – If trailer is still on site then send final notice. If gone then close.
- Lot 46 – Where is update from attorney?
- Mike made a motion to approve the above CCR notes, seconded by JR, and approved 4-0.

Adjournment: With no other business to discuss a motion was made to adjourn the meeting at 9:37PM, and approved 4-0.