**GLEN OAKS MANOR HOMEOWNER’S ASSOCIATION, INC**

**BOARD OF DIRECTORS MEETING**

 **December 14, 2015**

**LOCATION: CASEY CONDOMINIUM MANAGEMENT CONFERENCE ROOM**

**CALL TO ORDER:** President Ron Albee called the Board of Directors meeting to order at 3:02 PM. The following Board members were in attendance:

Ron Albee, Peg Tams, Judy Johnston, Rick Pereria, Rick Randall, Susan Hopkins and William Tidmore were present in person. Also present were Bridget Spence and Denise Duffina from Casey Condominium Management (CCM).

Judy Johnston affirmed that the meeting had been duly noticed and that a quorum was present.

Homeowners present were: Nancy Dillard – Villa 154, Pat Richmond – Villa 126, Bill Byers – Villa 6, Janet Stockwell – Villa 10, Toni Greif – Villa 34.

**OWNER COMMENTS:**

Janet Stockwell – Villa 10 – She stated she had gone online and noticed the new website was up, but owners hadn’t been notified it was up or how to navigate. Judy Johnston stated she will send an eblast with that information. Janet Stockwell also stated owners are not getting financial balances online. She also thinks the committees should write something, even if it’s only a little blurb of what’s going on. She reported the fire ants are very bad along the wall facing 17th as well as throughout the property. A discussion followed. Susan Hopkins stated ant mound treatments are part of the TruScapes contract, but presently Kimberly in maintenance has been doing it. Janet Stockwell asked if anyone has contacted the woman who has been feeding the ducks because she is tired of stepping in duck waste on the sidewalks.

Pat Richmond - Villa 126 – She stated she is concerned about people’s landscape creativity going outside of the rules, as in stepping stones installed at one of the villas. Rick Randall stated there are no rules against installing stepping stones. Pat Richmond stated she knows there are people out there doing their own landscaping. Peg Tams said she has archived records of approved variances. A discussion followed. Bridget Spence stated the board will review violation procedures.

Bill Byers – Villa 6 – He stated the villa with the parked pickup truck next door to them always have their garage doors open during the day. Bridget Spence said she will send them a notice.

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 **A motion was made by Rick Pereria to waive the reading of the November 13, 2015 minutes and approve them as presented. Judy Johnston seconded the motion and all approved by voting Aye.**

**A motion was made by Susan Hopkins to waive the reading of the November 23, 2015 minutes and approve them as presented. Rick Pereria seconded the motion and all approved by voting Aye.**

**MANAGEMENT REPORT:**

Bridget Spence reported on the following:

* Compliance - During the months of October and November, the following violation letters were sent out: one for parking, one for landscaping and one as a request for landscaping, and one for cleaning of pool wall and pool screen.
* The incorrect dog waste stations are scheduled to be picked up and returned to vendor for a credit to be applied to new order of correct dog waste stations, which were delivered today.
* Dumpster for maintenance clean up debris will be delivered to the property tomorrow morning.
* Villa 12 – A payoff to the association was negotiated for $4,400, which will get it off the books.
* Villa 31 – There is a hearing in January. Amount is $11,000. The association is pursuing to foreclose. There would be no money back. The attorney would then advise the association how to get the monies back through rent. The villa can’t be sold if there is a mortgage.

**PRESIDENT’S REPORT:**

As given by President Ron Albee:

* Ron Albee, Susan Hopkins, contractor George McGonagill and Bridget Spence met to review the painting contract. George McGonagill agreed with next year’s hiring a professional power washer company.
* He is meeting next week with Rick Randall and TruScapes about maybe a spray-free zone around the lake and other options.
* Owner Edie Kaplan had emailed him her concern of through-traffic on her street. A discussion followed.

**VICE PRESIDENT’S REPORT:**

No report was given.

**SECRETARY’S REPORT:**

**a. Responses to the Rental Amendments**

Judy Johnston stated amendment number five can be grandfathered per the attorney, but it must be indicated in the covenants.

**b. Email Distribution List**

Judy Johnston stated that owners who had previously not provided an email address are now giving her their email address. The Eblast now goes out to over 150 email addresses.

**TREASURER’S REPORT:**

No report was given.

**ARCHITECTURE COMMITTEE REPORT:**

As given by Bill Tidmore:

* The front door paint color committee met last Monday and agreed on five colors, two of which will be the present color and the second one will be the dark brown trim color. He will bring a color board to the next meeting.
* Owner Pat Richmond stated to the board that villa 138 installed pavers on their front porch and out onto the sidewalk but not beyond the fence line. She thought those were not approved. Bill Tidmore said he would take a look at the installed pavers at villa 138. A discussion followed. Bridget Spence said she will advise the owner to get with Bill Tidmore.

**LANDSCAPE COMMITTEE REPORT:**

As given by Rick Randall:

* He was presented with a proposal from TruScapes for the replacement of all the plants that had to be removed for the paint project for a total of $2,580.

**A motion was made by Rick Pereria to approve the TruScapes plant replacement proposal of $2,580 as presented. Peg Tams seconded the motion and all approved by voting Aye. A discussion followed.**

**MAINTENANCE COMMITTEE REPORT:**

No report was given.

**OLD BUSINESS:**

No old business was presented.

**NEW BUSINESS:**

Ron Albee stated the terms of Peg Tams, Bill Tidmore and Rick Randall are expiring at the 2016 annual owner meeting and asked how the nominating committee for the annual owner meeting is formed. Peg Tams explained for the annual owner meeting, a chairman is appointed to seek volunteers for the next annual owner meeting. Owner Pat Richmond said she would do it.

**A motion was made by Judy Johnston for Pat Richmond to chair the nominating committee for the annual owner meeting. Rick Pereria seconded the motion and all approved by voting Aye.**

**1. Budget Review – Rick Pereria**

He read the figures of the December financials. Income is not projected to change.

Expenditures – He explained the variations are based on what was spent through 2015, the budgeted amount and projections through the end of the year.

* In light of the eblast system, the newsletter line item was removed from the proposed budget. The Landscape Restoration line item was increased to $20,000 and there is an increase in maintenance.
* This year’s budget will be under approximately $8,000 so he added money in for fence repair. A discussion followed. Bridget Spence said she and Susan Hopkins will review fence repair invoices.
* Security Lighting – A lot of work was done earlier this year. The proposed figure included what was spent this year for the next year due to the age of the lights. He asked if lighting is a reserve account expense. Bill Byers replied the fixtures are but wiring and repairs should be out of the operating account.
* Ground maintenance in 2015 was budgeted for $9,000, but $10,000 was spent.
* Irrigation – Bridget Spence stated that historically this line item runs over budget.
* Rick Pereria wanted to know why the irrigation figure was approved so high last year. Bill Byers stated it
* has been lower ever since Benderson has tapped into the line.
* Rick Pereria stated in summary, preliminarily the budget is unbalanced. Bridget Spence stated the $10,000 surplus can be put back into the operating budget. A discussion followed.
* Legal line item – Peg Tams asked if the $4,300 spent in 2015 was unusual. Bridget Spence stated the proposed amendment legwork from the attorney and two foreclosure legal issues accounts for this year’s expense in this line item. Rick Pereria stated he feels this line item will be less for 2016.
* Judy Johnston stated she would like to keep the line item for the newsletter, but change its name to website for an amount of $1,000.
* Rick Pereria asked why the figure was so low for accounting/auditing. Bridget Spence explained there had been a credit for an overpayment.
* Owner Toni Greif asked Judy Johnston if there will be a directory in 2016. Bridget Spence said she thought the last directory cost was $850. Putting the updated directory on the website was discussed. Judy Johnston then stated she would like the budget line item to be labeled website/directory and put in at $2,000.
* Bridget Spence explained the contingency line item will be used to balance the budget. She will make the changes to the budget and it will go to the board and be sent in the mailing as a draft.
* Bill Tidmore stated a gas tank was installed in his front yard 35 yards ago. The oak tree has now grown over it and he’s still paying a monthly bill. A discussion followed. Janet Stockwell stated how it’s gotten rid of is a company comes and uses a machine to suck the gas out of the tank and fill the tanks with sand.

**A motion was made by Rick Pereria to have Bridget Spence make the changes in the proposed budget as discussed and send in the mailing as a draft. Judy Johnston seconded the motion and all approved by voting Aye.**

**2. Reserve Review – Bill Byers**

* He suggested 10-year warrantied paint be used for the villa exterior painting once the current paint cycles of the 7-year warrantied paint are completed. This can move the painting cycles out an extra three years on the reserve outflow, improving the cash outflow for the reserve accounts overall.
* Ron Albee stated there are two villas with ceiling damage that occurred during the power washing preparation for the painting that he wants the board to consider at another time.
* A discussion followed of the painting reserve schedule and pricing. Bill Byers stated he made the spreadsheet based on 3% adjustment for costs. He also shifted funds, but not affect the bottom lines.
* Bridget Spence stated the accounting manager, Jay Pugh, looked at the spreadsheet and all of the formulas worked fine.
* Bridget Spence summarized painting changes in a change order for the amount of $61,286.50. A discussion followed.

**A motion was made by Susan Hopkins to accept the paint change order due to more repairs needed as part of this paint cycle, cost not to exceed $61,286.50. Rick Pereria seconded the motion and all approved by voting Aye.**

A discussion ensued about purchasing nonreligious Christmas decorations for the front entrance.

**A motion was made by Rick Pereria to increase the cost allowance for holiday decorations to $500. The motion was seconded by Judy Johnston and all approved by voting Aye.**

**3. Documents Review**

Ron Albee asked what the concerns in the documents are. Susan Hopkins said she thought in the rules and regulations it should state if an owner wants to do paint touchup, that the owner contact the management company for the paint specifications of their cluster, which will be kept on file. A discussion followed.

**A motion was made by Susan Hopkins to propose a change in the rules and regulations for owners who want to touchup paint for them to contact the management company for the paint specifications of their cluster, where they will be kept on file. The motion was seconded by Rick Pereria. A discussion followed. All approved by voting Aye.**

Bridget Spence stated a strikethrough draft of the proposed change will be in the annual owner meeting mailing.

Peg Tams asked Bill Tidmore about front window shutter status on villa 29. ( unclear as to what this refers to.) He replied they are waiting for both changes before it can be installed to show owners the choices so the rule can’t change yet. A discussion followed.

Bridget Spence on owner-responsible maintenance issues – After the current paint cycle is completed, in the future owners will be required to be responsible in terms of their repair of the stucco exterior of their properties. A discussion followed.

Susan Hopkins raised the issue of placing vendors on the website. These would be vendors that residents have used and a disclaimer would accompany this listing stating that Glen Oaks Manor assumes no responsibility for the quality of the work of the vendors named.

Judy Johnston brought up Article VII and asked is a vote of owners needed to require a regular inspection of each villa owner’s exterior for which they are responsible for? A discussion followed, which included, but was not limited to, pool areas, party walls and gutters. Bill Tidmore wondered if a committee should be formed because he has seen some villas with no gutters, which can lead to water intrusion. He stated gutters are not currently a requirement. No decision was reached regarding this.

**OWNER CLOSING COMMENTS**

* Pat Richmond – Villa 126 – Is there any clarification of villa 194 unapproved material for new roof? Bridget Spence answered a letter was sent with no response from the owner. A second letter was sent and a response was received. The owner stated they had not installed a new roof; they had the roof power washed, so there is no legal issue. This roof was grandfathered because it was installed years ago before the roof rules.
* Andy Seluga - He thanked Judy Johnston and Bridget Spence for their help. He explained during the power washing he lost some power to the villa from damage to an old, defunct alarm system. He also noticed his water bill had doubled because of the power wash crew using his water for other villas besides his. Bridget Spence told him he can submit his bill and the prior month’s bill to management and can get a reimbursement.

**NEXT MEETING DATE:**

The next regular Board of Directors meeting will be Monday, January 25, 2016 at 4:00 p.m. at Faith Presbyterian Church. The annual owners meeting will be February 6, 2016 at 10:00 am at the church.

**ADJOURNMENT:**  A **motion was made by Rick Pereria and seconded by Judy Johnston to adjourn the meeting at 5:09 pm. All approved by voting aye.**

Submitted by: Denise Duffina, Association Manager