

Georgetown on the Park HOA Board Meeting

When: Tuesday, September 18, 2018, 6 pm

Present: Brenda Norris, Becky Nyman, Brett Walker, Jane Loftus, Rich Wells, Brenda Wilson,

Absent: Boyd Rollins, Bill Bodily

(All action items are reflected below in **bold**.)

- Welcome
- 8/21 minutes, Brett, motion to approve – Jane, second – unanimously approved
- Financial update
 - Reserve balance = \$21,054.73 (Jane)
 - Cash flow review (Rich)
 - Extra expenses include trees, water (highest in July),
 - Questions: pool service is included in operations, is storm drain amount typical (yes), should we open clubhouse WiFi to users of the clubhouse?
 - \$2,579.29 cash balance
 - Jane motioned to approve finances, seconded by Brenda N., all approved
- Attorney invoice review
 - Reviewed #2359, #2547, #2767
 - Jane had email correspondence with attorney to clarify—she indicated there was no charge associated with this correspondence
 - Brenda W. asked what would be included in the \$4,500 bid for updating our CC&Rs
 - Agreed to notate printed copies of invoices and scan those into minutes later
 - Jane did research on routine questions for the attorney from homeowners. One option suggested having an attorney on retainer.
 - Discussion about who can call the attorney. Brenda W. recommended board approval required.
 - **Brenda N. suggested we add this to our by-laws**
 - Brenda W. suggested the attorney needs to police this and let homeowners know what the policy is (in letters and if homeowners call the attorney)—that owners contact the property manager or board directly.
 - When attorney rate increased (to \$275 for Tyler and \$195 for Chase), did he let us know? We have an agreement with a set rate. Also, did we agree to hire Chase?
 - Reviewed original agreement
 - Flat rate of \$4,500 for CC&R revisions, including some meetings with board and HOA
 - Was a notice given that we exceeded the bundle rate?
 - Jane said yes.
 - How do we answer to homeowners on going over the \$4,500 approved at AGM

- ~~Jane Brenda N.~~ **to request attorney to bill monthly in the future** (suggested by Brenda W.)
- Brett asked how do we want to reconcile this?
 - Brenda N. wants clarification on double-billing for 3/14 call with Chase/Tyler
 - Brenda N. to confirm why the flat rate was exceeded and why notice only via an invoice line item (charge recorded on 4/11 but not delivered until 6/19 invoice but charges were invoiced through 5/8 flat rate description)
 - **Rich to check whether a May invoice was received**
 - AGM was free meeting—why the charge?
- Jane moved we make a 50% payment on the amount owing (\$11,378.15 = \$5,700)
 - Brett seconded the motion, approved
 - Brenda N. instructed to take the excess from our reserve (Rich said we should transfer the amount to our operating account, **Jane will handle transfer \$6,000**)
 - Rich asked what invoices this payment would be applied to
 - \$4,000 to CC&R
 - The remainder to balance owing
- **Jane to report back to board on conversation with Tyler ASAP**
- Pool shed discussion
 - Defer project until spring
 - **Rich to cover heater and other equipment with a tarp**
- CC&R review
 - Board has agreed to **changes to exhibit C as follows:**
 - ~~Exterior wall finish move to owner responsibility~~
 - ~~Limited common area change~~
 - **p.42 - Exterior Wall Finishes (Rock/Stucco/Siding, etc.) Have X moved to Owner Responsibility.**
 - **p. 43 - Limited Common Area-Driveways, Walkways, Patios, Steps, Porches - ADD RAILINGS-(maintain, repair, and replacement).**
 - **p. 43 - Change to: Rain Gutters-All -Clean-out, Repair, Replacement - X moved to HOA Responsibility**
 - Issue
 - Responsibility for rain gutters
 - Agree to have rain gutters clean and maintain all rain gutters
 - **Brenda N. to contact Tyler with changes**
- Other board members not attending
 - Boyd will not be attending any longer
 - Bill has a family issue and may not be able to participate
- Newsletter items
 - Defer concrete until later
 - **Brenda N. and Jane to walkaround and determine what's not done re: spring walkaround notices**
- Brenda W. asked if we do background checks on renters. **Rich indicated this was not legal.**
- Brett confirmed Jane and Brenda W. are both receiving Georgetown.on.the.Park@gmail.com

- Becky had to leave at 7:00 and said she'd send an email summarizing her report
- Brenda W. raised parking issue to be addressed next meeting
- Brenda N. asked what our top 3 priorities for our next meeting are
 - Brenda N: Walkaround review, rule book, CC&R completion
 - Brenda W: CC&R completion, parking, rule book
 - Jane: Finances, owner responsibility for notification on renters, walkaround review
 - Brett: Finances, CC&R, and 5-year plan
- Brenda N. to send proposed agendas out for Oct/Nov

Adjournment

Adjournment by unanimous decision.

Next meeting on 10/ 16 6:00 pm