

**KNOLLWOOD TERRACE HOMEOWNERS
ASSOCIATION**

Post Office Box 1227 ❖San Luis Obispo, California 93406 ❖(805) 545-7600

**HOMEOWNERS ASSOCIATION ANNUAL MEETING and
BOARD OF DIRECTORS MEETING**

Knollwood Clubhouse

January 31, 2017 • 6:00 pm

Postponed from January 17, 2017 after 30 minutes for lack of ballot quorum

ANNUAL MEETING MINUTES - APPROVED

- I. CALL TO ORDER – The meeting was called to order at 6:01 pm.
- II. ESTABLISHMENT OF QUORUM – Quorum was established with 25% of ballots and the presence of board candidates Aimee Avery, Miko Nehman, David Mittelberger, and Lisa McGrath. Bobbi Primo was present on behalf of Aurora Property Services. One resident, Iva Larkin, was also in attendance.
- III. ANNUAL ELECTION – There were no nominations from the floor. Iva Larkin, an owner not running for any board position, was assigned to serve as Inspector of Elections. Ballots opened and counted.
- IV. OPEN FORUM – Bank signature cards: Bobbi reminded that all new board members will be signing bank signature cards. Those not already on file at the bank will need to provide government ID.
- V. ELECTION RESULTS – Aimee Avery and Miko Nehman both received 50 votes. David Mittelberger and Lisa McGrath received 44 votes each. One position remains open. Board agreed on the following position assignments: President – Miko Nehman; Vice-President – David Mittelberger; Treasurer - Lisa McGrath; Secretary – Aimee Avery; Member-At-Large remains open. Maintenance Sub-Committee will be: Aimee, David and Miko. Finance Sub-Committee: Aimee, David and Lisa. Those needing to sign bank signature cards: Aimee, David, Lisa and Miko.
- VI. ANNUAL MEETING ADJOURNED AT 6:17 p.m.

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BOARD OF DIRECTORS MEETING

Knollwood Clubhouse

January 31, 2017 • 6:00 pm

Postponed from January 17, 2017

MINUTES – DRAFT

- I. CALL TO ORDER – The meeting was called to order at 6:17 pm.
- II. ESTABLISHMENT OF QUORUM – Quorum was established with the presence of Aimee Avery, Miko Nehman, David Mittelberger, and Lisa McGrath. Bobbi Primo was present on behalf of Aurora Property Services. One resident in attendance.
- III. REVIEW MINUTES OF OCTOBER 18, 2017 MEETING – The minutes as written were unanimously approved.
- IV. MANAGEMENT REPORT
- Champion Roofing did gutter cleanout in October.
- New Life Painting has completed woodwork on Phase 2 and Phase 3. Jose is going through and finishing the areas they did not complete.
- Wayne Schafer replaced the beams that are damaged on Phase 3 on October 18.
- Painting began on Phase 1 in the beginning of November.
- The pool is close for the season. Gabe cleaned out and locked the restrooms.
- Western Termite refunded the HOA \$775 for the part of the termite inspections that was not completed.
- The maintenance sub-committee approved a sidewalk repair on the walkway in front of 1140 Hilltop D. It was completed on November 7.

Four owners were sent last chance letters to pay or submit a payment plan by the next meeting date or they would be sent to collections.

The maintenance sub-committee approved replacement of a broken driveway at 1141 E. Foster Road. Now complete.

1138 E. Foster A has a loose truss that is being inspected by Tunnell Roofing.

No Limit Services checked and replaced wing wall lights that were out.

V. TREASURERS REPORT –

A. YTD Budget vs. Actuals

December Bank Statements – reconciled as of 12/31/2016

Union Bank Operating	\$ 19,081.76
Coast Hills Reserve Checking	\$ 13,660.53
Coast Hill Money Market	\$266,340.34
Coast Hills Checking	\$ 5.52
Total	\$299,088.15

- The accounts receivables are \$2,832.87
- Over budget for the year in electricity by \$734.84
- Over budget in gas by \$531.88
- Under budget in trash by \$1860.89
- Over budget in water/sewer by \$5864.54
- One owner sent to collections in January

VII. OLD BUSINESS

A. No old business discussed.

VIII. NEW BUSINESS

- A. Tree Removal Bids – McGinty’s Tree bid was unanimously accepted.
- B. Garage Door Replacement Request at 4084 Hilltop #B was unanimously approved.
- C. FHA approval – We are currently at 49% owner occupancy and need at least 50% for FHA approval. Board was unanimously accepted to start process so that we can be approved upon reaching required. It was suggest that we go through a company that specializes in this instead of trying to do it ourselves.

IX. OPEN FORUM FOR MEMBERS

- A. Miko suggested that the corbels on the four-plexes be removed since 1) they are only decorative on the few that have them, and 2) they soak up water and invite destructive pests. Board agreed to look into the option.
- B. New owners of a unit on Sumner Place requested, via letter, that even though they were informed of our owner occupancy rule before close of sale, they would like to rent their unit out for approximately two years before residing in unit. The board unanimously denied their request.

- C. The issue of a more secure website to keep those who are not involved with Knollwood Terrace restricted from viewing information, such as minutes, board member names, etc. The board suggested other less expensive alternatives such as placement of content with in the site.

X. ADJOURNMENT – The meeting was adjourned at 6:56 p.m.

XI. EXECUTIVE SESSION – The session was called to order at 7:07 pm.

- A. Checks signed.
- B. The board voted unanimously to uphold a fine on a homeowner for multiple barking dog complaints.
- C. The board voted unanimously to uphold a fine on a homeowner for excessive noise complaints.
- D. The board voted unanimously to authorize a lien on one homeowner for non-payment.

XII. ADJOURNMENT – The meeting was adjourned at 7:35 p.m.