

**KNOLLWOOD TERRACE HOMEOWNERS
ASSOCIATION**

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

BOARD OF DIRECTORS MEETING

Knollwood Clubhouse

December 15th, 2015 • 6:00 pm

MINUTES - DRAFT

- I. CALL TO ORDER – The meeting was called to order at 6:03 pm.
- II. ESTABLISHMENT OF QUORUM – Quorum was established with the presence of Aimee Avery, Miko Nehman, Lisa McGrath (via telephone) and Brian McIntyre. Jeff Geiger sold his property and moved, forfeiting his position on the board. Bobbi Primo was present on behalf of Aurora Property Services. Two residents were also in attendance.
- III. REVIEW MINUTES OF OCTOBER 20TH, 2015 MEETING – The minutes as written were approved unanimously.
- IV. DECEMBER MANAGEMENT REPORT
The tree trimming began last week and should be completed in the next week.

The roofs and rain gutter cleaning began on December 14th and should take about one week.

The previously approved fences at 1180 Hilltop #D and 1193 E. Foster #C have been replaced.

The annual disclosure statements were sent out the first week of December.

A tax return extension has been filed. The tax returns should be completed in the next month.

- V. TREASURERS REPORT –

A. YTD Budget vs. Actuals

September Bank Statements – reconciled as of 9/30/2015

Union Bank Operating	\$ 55,923.79
Coast Hills Reserve Checking	\$ 18,957.16
Coast Hill Money Market	\$244,016.22
Coast Hills Checking	\$ 5.52
Total	\$318,902.69

- There is one owner on a payment plan with Sunrise Assessments.
- There is one owner recently paid off with Sunrise Assessments.

The accounts receivables are \$6,367.00

VI.

OLD BUSINESS

- A. CC&R Update: The required amount of votes still had not been received by the December 15th deadline. Board voted and approved extending the deadline to March. Also, letters will be sent out the first week of January 2016 to those who have yet to send in their votes. Board will hold an additional meeting the 3rd week of February to assess the situation.

VII.

NEW BUSINESS

- A. 1180 Sumner #A sent in a request for new fence. No photos supplied. Brian and Miko were to inspect after meeting. Board unanimously approved fence replacement, if so needed.
- B. Garage doors. Hammond said they would charge ½ price plus vents to fix the six doors installed without vents. Bobbi to call to see if they would wave service call all together since it was their mistake. (On December 23rd, Hammond agreed to charge only for the vents.)
- C. Satellite Dishes. Board discussed having dishes on four plexes somehow mounted to flat roofs. Bobbi to contact Lou Silva of Have It Wired for he thoughts. (On December 18th, Bobbi spoke him at length, really informative guy. He didn't think there is anything he can do for what we need at Knollwood)
- D. 1152 Hilltop #A. Service request for wheelchair accessible walkway. Because front walk is considered common area, changes were not approved. Any changes to front walk would have to be done at owner's expense. The board did approve lowering the latch on the fence gate and repairing the walk to driveway.
- E. Pool area drinking fountain. Jack's Plumbing turned in an estimate for \$695.00 to replace and install new fountain. After looking up the cost of the fountain (\$373.13), Board felt estimate was too high. Bobbi to get another estimate from Curt's Plumbing.
- F. Bid for tree replacement. Bid didn't include photos or descriptions, Bobbi to get both for next meeting.

VII.

OPEN FORUM FOR MEMBERS

- A. Resident wanted to make board aware that tree trimmers allegedly backed into his car with the chipper. Another resident witnessed accident. No effort was made to notify damaged car owner, so witness informed car owner, sheriff was called. Tree trimming company paid out of pocket for damage.
- B. Service request needed for Clubhouse. Furnace not working properly. Also outside restrooms in disgusting shape. It was suggested that pool restrooms be locked when pool is closed. Outside shower checked to see if timer had been adjusted.
- C. Regular meeting adjourned at 6:47 p.m.

VII.

EXECUTIVE SESSION called to order at 6:50

- D. Resident proposed a 6-month payment plan for past due dues. Plan approved unanimously by the Board, with the stipulation that the payments begin in December.

VIII.

ADJOURNMENT – The meeting was adjourned at 7:05 p.m.