

**KNOLLWOOD TERRACES HOMEOWNERS
ASSOCIATION**

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

BOARD OF DIRECTORS MEETING

Knollwood Clubhouse

April 16, 2013

6:30 pm

MINUTES - DRAFT

- I. CALL TO ORDER – Meeting was called to order at 6:38p.
- II. ESTABLISHMENT OF QUORUM – Quorum of the meeting was established by the presence of David Mittleberger, Brian McIntyre and Mark Macaulay. Lisa McGrath and Ed Barbau were not present. Bobbi Primo was present on behalf of Aurora Property Services.
- III. Minutes of the March 19th meeting were approved as written.
- IV. TREASURERS REPORT – the Treasurers report was read.
- V. OLD BUSINESS
 - A. Replacement Wood beams on Hilltop has been completed.
 - B. There were numerous bids on work order requests. The board approved No Limit Services to replace the broken globe at 1161 Sumner #A, replace the damaged wood and globe at 1192 Sumner #A and replace the damaged fascia board at 1161 Sumner #B. The requested postponing the work on 1160 Sumner #B and 1153 E. Foster #C until they could walk the property and assess the damage. The fence bids were reviewed for 1140 Sumner #D and the board voted that if the owner would remove her tree inside of the fence they would consider replacing the fence.
 - C. The letter went out to the residents regarding the pool key activation and the new towing contract. Bobbi reported that about 50 owners had registered their pool keys.
 - D. 1193 E. Foster #D Garage door replacement was approved by the board.
 - E. The board chose Mr. Poolman to start doing pool maintenance twice weekly.
 - F. The progress of the website was discussed. There is now a “Knollwood Terrace” tab on the Aurora Property Services website that lists information about the board. The forwarding of the old website is still in progress. Some of the new association forms are available on the website as well.

- G. The board approved to have Valley Fencing put up a mesh border on the left side of the pool gate to alleviate trespassers from reaching in and opening the gate.

VI. NEW BUSINESS

- A. Clubhouse Upkeep – The board asked to get a bid for pool restroom janitorial maintenance and occasional clubhouse cleaning (every other month). They also wanted a bid on pool chairs to see the difference to replace or repair the chairs. Aurora Property Services recently purchased minor supplies for the clubhouse (toilet paper/trash bags/paper towels) for rentals, but owners are responsible for all other cleaning supplies. There is a vacuum that wasn't working properly and David offered to take it in for service.
- B. The Pool will be opened May 1 – Oct. 31, 9a – 10p and the board would like to get signs ordered. They also suggested adding “No Trespassing/Private Property or Residents Only”.
- C. The board discussed residents and new owners who have never received pool keys. There are numerous residents who claim that they never know new keys were handed out and some that still have their old gate key. The board voted that owners who do not have pool keys will need to purchase a new key for \$75.
- D. The bid from Coastal Tree Service was presented for numerous trees to be removed throughout the property that are ruining irrigation systems, pushing retaining walls and other diseased trees. Many of these trees have been causing issues for years and are safety issues. The total for the trees is \$5960. The board approved to have all of the trees removed.
- E. 1153 E. Foster A has a work order for a new Garage Door. Aurora Property Services will get a bid for this and it will be presented at the May meeting.
- F. A bid was presented for Lost River to repair broken irrigation caused from tree roots. After the tree removal is completed, this work will be done.

VII. OPEN FORUM FOR MEMBERS – No members had questions.

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VIII. ADJOURNMENT – The meeting was adjourned at 7:50p.