

**KNOLLWOOD TERRACES HOMEOWNERS
ASSOCIATION**

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

BOARD OF DIRECTORS MEETING

Knollwood Clubhouse

February 19, 2013

At 7:30 pm

Minutes - DRAFT

- I. CALL TO ORDER – Meeting was called to order at 7:30 pm.
- II. ESTABLISHMENT OF QUORUM – Quorum of the meeting was established by the presence of David Mittelberger, Brian McIntyre, Lisa McGrath, Mark Macaulay, Ed Barbau, and Kristen Ontiveros and Bobbi Primo of Aurora Property Services.
- III. Minutes of January 15th meeting were approved as corrected.
- IV. OLD BUSINESS
 - A. The board positions were appointed. David Mittleberger,- President. Brian McIntyre – Vice President. Mark Macaulay – Secretary. Lisa McGrath - Treasurer and Edmund Barbau – Member at large.
 - B. The bids for the replacement of the wood beams on Hilltop were presented. The board chose the lowest priced bid which was Wayne Schaffer at \$9,575. The board asked to have him include “per specs provided” on the signed and approved proposal to be clear that all of the work is included.
 - C. The irrigation repairs bid was presented for work to replace a ball valve from Lost River. The bid was approved.
- V. NEW BUSINESS
 - A. Termite work for 1153 E. Foster #B was presented. The board approved fumigation and asked to get a bid for the wood repair.
Termite work for 1161 Sumner Place #B was presented. The board approved fumigation and asked for a bid for wood repair.
Termite work for 1160 Sumner #B was presented. The board approved fumigation and asked to get a bid for wood repair.
 - B. Work Order Requests – 1140 Sumner Place #D was presented to replace the fence. The board asked to get a bid to replace the fence.

1181 Foster Road #D owner requested a replacement garage door. The board decided to have Brian and David look at the door. It was decided that the association would get a bid to repair the door if it is possible, or possibly replace the garage door.

1192 Sumner #A had a work order request for a light globe missing that isn't working because the board that it is secured to is rotting. The board asked to get a bid to fix this problem.

- C. A Sub-committee was appointed for finance. The committee appointed was Lisa McGrath, Brian McIntyre and David Mittleberger. The committee for property management is David Mittleberger, Mark Macaulay and Ed Barbeau. These sub-committees are for emergency approvals.
- D. A tree root issue that was in the plumbing line at 1120 E. Foster was presented discussed. The bill was approved to be paid.
- E. The old website and new websites were discussed. The board approved using Aurora Property Services website which will be at no cost.
- F. A towing contract with Central City Towing was discussed. In order for Central City Towing to legally tow cars, the association needs to have signs posted in each of the driveway entrances. The board approved ordering signs to post on the entrances.
- G. It was announced that future meeting will be at 6:30p with executive sessions to follow.

VI. OPEN FORUM –

A resident complained about dogs roaming freely and defecating on the property. Aurora Property Services agreed to send warning letters to the owners of the units at 1160 Sumner #A and 1141 E. Foster #D.

A resident asked the board to use consistency on roof repair approvals and reimbursement for repairs.

There was a complaint about kids skateboarding on the property. Aurora Property Services agreed to write a warning letter to the owners of 1140 Sumner #D.

VII. ADJOURNMENT – The meeting was adjourned at 8:50 pm.