

**KNOLLWOOD TERRACE HOMEOWNERS
ASSOCIATION**

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

BOARD OF DIRECTORS MEETING

**Knollwood Clubhouse
February 16, 2016 • 6:00 pm**

MINUTES - APPROVED

- I. CALL TO ORDER – The meeting was called to order at 6:00 pm.
- II. ESTABLISHMENT OF QUORUM – Quorum was established with the presence of Aimee Avery, Miko Nehman, and Lisa McGrath (via Skype Video conferencing). Both Brian McIntyre and Iva Larkin sent emails prior to the meeting that they would be unable to attend. Bobbi Primo was present on behalf of Aurora Property Services. Two residents were also in attendance, arriving at 6:02. A third resident arrived at 6:04.
- III. REVIEW MINUTES OF JANUARY 19, 2016 MEETING – The minutes as written were approved unanimously.
- IV. FEBRUARY MANAGEMENT REPORT

The drinking fountain in the pool area has been replaced.

The toilet in the men’s bathroom in the clubhouse has been fixed.

The trees/bushes were replaced.

The garage vents from the Hamon Overhead doors installation have been added.

The year-end financial statements are complete.

- V. TREASURERS REPORT –

A. YTD Budget vs. Actuals

January Bank Statements – reconciled as of 1/31/2016

Union Bank Operating	\$ 53,114.00
Coast Hills Reserve Checking	\$ 22,363.32
Coast Hill Money Market	\$244,057.67
Coast Hills Checking	\$ 5.52
Total	\$319,540.51

- There is one owner on a payment plan with Sunrise Assessments who has defaulted on their payment plan
- There is one owner on a payment plan with the HOA.
- The accounts receivables are \$5,4521.81

VI. OLD BUSINESS

- A. CC&R ballots – Board voted unanimously send out one more mailing to those who have yet to vote. If there are still not enough votes in after that, then Board will send CC&Rs through legal means for ratification.
- B. Clubhouse furnace bids. – Board voted unanimously to accept Hooper Heating and Air Conditioning bid.

VII. NEW BUSINESS

- A. Clubhouse flooring – Board reviewed samples and bids from Carpets Unlimited, Valley Flooring Carpet One, and Santa Barbara Surfacing, Inc./North County. Board voted unanimously to accept bid from Valley Flooring Carpet One. Flooring chosen was Malaga commercial Luxury vinyl plank (Oak).
- B. 1153SB – Architectural Request. Resident requests permission to put up tent for eight (8) days every fall in celebration of **Sukkot** (also known as the Festival of Booths, is a Jewish harvest holiday that falls five days after Yom Kippur.). – Board voted unanimously to allow the request.
- C. 1162FB – Service Request. Resident placed a request for repair of stucco wall and door leading from garage to yard, where rainwater enters during rains. – Bids for repair differed drastically. Board voted unanimously to repair threshold on door and wait on further repair until more comprehensive bid could be obtained. As a temporary repair, owner injected foam insulation under stucco area to ward off pests from entering garage.
- D. 1132FA – Termite Report – Service Request. Termite inspection from Clark Pest Control was turned in. Fumigation recommended. Bobbi to order second bid from Steve at Western Exterminators and contact owner of 1132FB regarding vacating for fumigation. Unit A occupants will be out end of March/beginning April. Fumigation is requested for then. – Board voted unanimously to fumigate contingent on Unit B owner agreement.

VIII. OPEN FORUM FOR MEMBERS

- A. Resident commented that color isn't consistent on all the garage doors.
- B. Board requested that the interior of the clubhouse be painted since the floors were to be redone. – Board voted unanimously to repaint. (Miko, Aimee, and Brian were able to check out and chose paint color samples later in the week. All liked Behr Flawless.)

XI. EXECUTIVE SESSION called to order at 6:40 p.m.

- A. Board voted unanimously to send owner, who defaulted on their payment plan with Sunrise Assessments, to foreclosure.

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