

**KNOLLWOOD TERRACE HOMEOWNERS  
ASSOCIATION**

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

**BOARD OF DIRECTORS MEETING**

**Knollwood Clubhouse**

**February 18, 2014**

**6:30 pm**

**Minutes – Approved**

- I. CALL TO ORDER – The meeting was called to order at 6:32pm.
- II. ESTABLISHMENT OF QUORUM – Quorum was met with board members David Mittleberger, Lisa McGrath, Brian McIntyre and Miko Nehman. Bobbi Primo was present on behalf of Aurora Property Services.
- III. REVIEW MINUTES OF JANUARY 21ST MEETING – The minutes were approved as amended.
- IV.. TREASURERS REPORT
- A. YTD Budget vs. Actuals

**Treasurers Report – January Bank Statements –reconciled as of 1/31/2014**

Union Bank Operating Account	\$ 20,726.84
Coast Hills Savings Reserves Account	\$ 208,874.47
Coast Hills Checking Reserves Account	\$ 37,418.37
Coast Hills Checking	\$5.00
Total	\$267,024.68

- We are down to two liens with Sunrise Assessment. Two were paid off in home sales in the last month. One of the liens is currently on a payment plan.
- The board will discuss association collections in the Executive Meeting following the regular session.
- The accounts receivables are down to \$37,945.98. This doesn't include one of the sales last month which will reflect in next months' report.

- In the January budget comparison, the association is over budget in roofing by \$2764.68 due to the gutter cleanout costs and roof sweeping, over budget in electricity by \$3,318.91 due to the year of past due bills that were being sent to HPM and over budget in legal by \$8444.25 and over budget 14,274.44 in the Reserve trees/irrigation/landscape for all of the tree trimming that had not been done in six years. In the Reserve streets the association is over budget \$2025 in due to the driveway repair on Foster.
- The reserve transfer checks that were printed in October and November were voided since there was not enough funds in the operating account to transfer to the reserve account. The association will need to make up this transfer in the current fiscal year to keep on budget.

## VII. OLD BUSINESS

- A. Reserve Study Projects - Fences- Aurora Property Services submitted proposal requests to five fence companies and Bobbi and David walked the units with three. Three proposals were presented from Central Coast Fence, Fence Factory and Creative Fence. The bid from Creative Fence was almost half the price of the other bids and the board voted to replace six fences with Creative Fence. The fences were completed as of the meeting date and were scheduled for painting that week. One fence was supposed to have a top cap replaced and it had not yet been completed. The top cap replacement was also scheduled for that week.
- B. Wing Wall Update - Gabe from No Limit Services has completed the work on the wing walls. Aurora Property Services had received a call about a wing wall light being out and is scheduling a quarterly walk thru in the evening to check and replace lights.
- C. 1141 Sumner #C – Termite Report – The termite report was revisited from last month. The board approved replacing the beam between 1141 Sumner #B and #C but did not approve any other work at this time. There is not a line item for fumigation in the reserve budget and there are not funds to fumigate the condo.

## VIII. NEW BUSINESS

- A. 1141Sumner #B – Termite Report – The owners submitted a termite report for this unit. The board approved replacing the beam between the units and replacing the garage door. They tabled any other termite work at this time.
- B. 4096 Hilltop #A – Fence Repair – an owner submitted a picture and work order request to repair the fence/gate behind her home. The board thought that this was on a utility company easement and did not approve the bid. After the meeting and researching the location, it was discovered that the location of the fence is on Knollwood property and they approved the bid.

- C. 1193 E. Foster #C – Garage Door – The board had a service request and pictures of this garage door. They did not approve replacing the door at this time since it was not an emergency replacement.
- D. Board meeting schedule – The board discussed adjusting meeting dates for the new board member who has a conflict with meeting days and times. Two of the board members did not want to change the meeting time since it has been the same for years. Two board members were flexible changing the meeting times. The issue was tabled until the next meeting after it could be discussed with the new board member. If the board does not vote on adjusting the meeting date, the board has a choice to leave the board position open or to send out ballots to all of the owners.

IV. OPEN FORUM FOR MEMBERS

- A. The owners of 1141 Sumner #B and 1141 Sumner #C were present at the meeting. They discussed their wishes to have the building fumigated. The board responded that at this time there was no money to fumigate and that if they fumigate this unit they would have to schedule fumigation for the whole property. The owners discussed possibly paying for the fumigation themselves.

- X. ADJOURNMENT – The meeting was adjourned at 7:30pm.