

**KNOLLWOOD TERRACE HOMEOWNERS
ASSOCIATION**

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

BOARD OF DIRECTORS MEETING

Knollwood Clubhouse

January 19, 2016 • 6:00 pm

MINUTES - APPROVED

- I. CALL TO ORDER – The meeting was called to order at 6:01 pm.
- II. ESTABLISHMENT OF QUORUM – Quorum was established with the presence of Aimee Avery, Miko Nehman, and Brian McIntyre. Bobbi Primo was present on behalf of Aurora Property Services. Two residents were also in attendance. Iva Larkin arrived at 6:08.
- III. ANNUAL ELECTION – Ballots opened and counted. Miko Nehman received 72 votes, Brian McIntyre 62 votes, Aimee Avery 49 votes, Lisa McGrath 42 votes, and Iva Larkin 41 votes.
- IV. ASSIGN BOARD POSITIONS – Board agreed on the following position assignments: President - Brian McIntyre; Vice-President - Miko Nehman; Treasurer - Lisa McGrath; Secretary – Aimee Avery; Member-at-Large – Iva Larkin. Bobbi brought Iva up-to-date on CCR and Bylaw situation and Executive Session decisions.
- V. REVIEW MINUTES OF DECEMBER 15, 2015 MEETING – The minutes as written were approved unanimously.
- VI. JANUARY MANAGEMENT REPORT
Tree trimming has been completed.

The roofs and rain gutter cleaning has been completed.

The Annual Disclosure statements were sent out the first week of December.

The furnace (originally installed in 1979) in the clubhouse has been inspected and needs to be replaced. It was listed on the Reserve Report to be replaced this year. Two quotes have been received: Zierman Plumbing and Hooper Heating and Air Conditioning.

The fence at 1180 Sumner #A was completed January 19.

The fence at 1152 Hilltop #A has been adjusted.

The roof pipes were caulked when the roofs were swept and gutters were repaired. This item was \$6465 and is listed in the reserve study for next year at \$9728 so the HOA will be under budget in this reserve item.

The Clubhouse water meter was sub metered so the building taxes did not include the pool and irrigation. Clubhouse now on it's own meter.

VII. TREASURERS REPORT –

A. YTD Budget vs. Actuals

December Bank Statements – reconciled as of 12/31/2015

Union Bank Operating	\$ 56,597.52
Coast Hills Reserve Checking	\$ 30,735.24
Coast Hill Money Market	\$244,036.94
Coast Hills Checking	\$ 5.52
Total	\$331,375.22

- There is one owner on a payment plan with Sunrise Assessments
- There is one owner on a payment plan with the HOA.
- The accounts receivables are \$5,501.29
- Over budget in repairs/maintenance since the roofs ere swept and the gutters were repaired. This will even out by the end of the year since it was budgeted for.

VIII. OLD BUSINESS

- A. Pool drinking fountain – Board voted unanimously accepting Jack’s Plumbing bid for \$695.00 to replace the fountain.
- B. Tree replacement bid – Best Way Gardening Service provided images of the proposed tree replacements. Board voted unanimously on the selection.
- C. Satellite Dishes – Board continued discussion on the best way to handle satellite dish placement. No decision made.

IX. NEW BUSINESS

- A. Clubhouse furnace – Bid from Zierman Plumbing seemed high. Second bid requested. Miko suggested Hooper Heating and Air Conditioning.
- B. 1160BS – Garage doors. Hinges broken. Repair of the hinges would be equal to that of new door. Board voted unanimously to repair with new metal door.
- C. Annual Tax Resolution – Form signed by HOA President Brian McIntyre with attested signature by HOA Secretary Aimee Avery.

X. OPEN FORUM FOR MEMBERS

- A. Whistling sounds coming from clubhouse men’s restroom prompted board to request a plumber to check it out.
- B. Garage door vents were scheduled to be completed January 20.
- C. Flooring in clubhouse was discussed. Carpet can no longer be stretched and is deeply stained. Ceramic tile and cement painting suggested.
- D. Iva Larkin asked about replacing windows. Window World and Specialty Glass suggested as both have previously been able to match preferred bronze color panes.

XI. EXECUTIVE SESSION called to order at 7:05

- E. Tax form and checks signed

XII. ADJOURNMENT – The meeting was adjourned at 7:23 p.m.