

**KNOLLWOOD TERRACE  
HOMEOWNERS ASSOCIATION**

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

**BOARD OF DIRECTORS MEETING  
Knollwood Clubhouse  
October 18, 2016 • 6:00 pm**

**MINUTES – APPROVED**

- I. CALL TO ORDER – The meeting was called to order at 6:08 pm.
- II. ESTABLISHMENT OF QUORUM – Quorum was established with the presence of Aimee Avery, Iva Larkin, Brian McIntyre, and Lisa McGrath via Skype. Bobbi Primo was present on behalf of Aurora Property Services.
- III. REVIEW MINUTES OF AUGUST 23, 2016 MEETING – The minutes as written were approved unanimously.
- IV. MANAGEMENT REPORT
- Jose is finishing the woodwork on Phase 1.
- New Life Painting has completed woodwork on phase 2 and is now on Phase 3.
- Wayne Schafer began to replace the beams that are damaged on Phase 3 on October 18.
- Painting will begin on Phase 1 on October 24th.
- There have been a few small service requests that Jose has addressed on his woodwork fixing fences and fascia boards. He has also addressed an ongoing leak a homeowner had on East Foster Road.
- The pool will close for the season at the end of the month. Gabe is scheduled to clean and lock the bathrooms, and stack the pool chairs in the shade or closet.
- Coupon books were sent out to all owners.
- Year-end disclosure statements were sent out to all owners.

V. TREASURERS REPORT –

A. YTD Budget vs. Actuals

**May Bank Statements – reconciled as of 9/30/2016**

Union Bank Operating	\$ 29,440.91
Coast Hills Reserve Checking	\$ 80,731.56
Coast Hill Money Market	\$244,365.05
Coast Hills Checking	\$ 5.52
Total	\$354,543.04

- The accounts receivables are \$3,107.60
- The new budget began October 1, 2016
- All coupon books were sent out to owners

VII. OLD BUSINESS

- A. Rules and Regulations were approved unanimously.

VIII. NEW BUSINESS

- A. Maintenance Chart was reviewed and approved unanimously.

IX. OPEN FORUM FOR MEMBERS

- A. Aimee brought up that an RV trailer, with possible inhabitants, has been parked on Foster Road for more than two weeks. Bobbi volunteered to call the sheriff. Sheriff came out immediately and tagged the vehicle. It was gone within two days after call.

X. ADJOURNMENT – The meeting was adjourned at 6:34 p.m.

XII. EXECUTIVE SESSION

- A. Checks signed.  
B. The board voted unanimously to fine a homeowner for multiple barking dog complaints.