

**KNOLLWOOD TERRACE  
HOMEOWNERS ASSOCIATION**

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

**BOARD OF DIRECTORS MEETING**

**Knollwood Clubhouse**

**August 23, 2016 • 6:00 pm**

**PLEASE NOTE: NEXT MEETING RETURNS TO REGULAR  
SCHEDULED DAY – OCTOBER 18, 2016**

**MINUTES - APPROVED**

- I. CALL TO ORDER – The meeting was called to order at 6:31 pm.
- II. ESTABLISHMENT OF QUORUM – Quorum was established with the presence of Aimee Avery, Brian McIntyre, Iva Larkin, Miko Nehman, and Lisa McGrath. Bobbi Primo was present on behalf of Aurora Property Services. Noah Winkles, owner/estimator for New Life Painting, was in attendance from 6:00 to 6:30 p.m. to present his paint color swatches to the board.
- III. REVIEW MINUTES OF JUNE 21, 2016 MEETING – The minutes as written were approved unanimously.
- IV. AUGUST MANAGEMENT REPORT
- Pool strap replacement has been complete and Gabe delivered the replacement chairs to the pool.
- 1156 E. Foster A& B was fumigated July 5th through July 7th.
- The fence at 1153 E. Foster #D was replaced (this was the oversized fence) and is now the regular approved fence size.
- 1181 E. Foster A/B/C/D was fumigated in July.
- The landscaper gave their 30-day notice at the end of June. Bobbi ordered bids from three landscapers and walk the property with the current and prospective landscapers. The Board approved (via email) the by TM Environmental and the company started as the new landscaper on August 1st.
- Two broken garage doors located at 1192 Hilltop #B and 1192 Sumner #C are scheduled to be replaced.
- Termite reports are still being performed by Steve at Western Exterminators with phase one complete and phase two started.

Woodwork began August 10th on phase one. Owners and tenants have noticed that woodwork has started.

The board is updating bank signature cards to add additional board members.

Letters were sent to two homeowners who had extended their gated areas into the common area. The extended areas have been removed.

The County completed pool area inspections. They required a paper towel dispenser be installed in the pool restroom, which has been completed.

## V. TREASURERS REPORT –

### A. YTD Budget vs. Actuals

#### **May Bank Statements – reconciled as of 7/31/2016**

Union Bank Operating	\$ 50,190.97
Coast Hills Reserve Checking	\$ 68,642.28
Coast Hill Money Market	\$244,179.39
Coast Hills Checking	\$ 5.52
Total	\$363,018.16

- The one owner, who was on a payment plan, sold their unit and paid off their delinquent dues.
- The accounts receivables are \$1,510.31.

## VII. OLD BUSINESS

A. Paint colors – colors schemes 1, 3 and 4 were chosen and door colors were added for each scheme. Jose is finding a lot of damaged missed by Steve at Western Exterminators during their inspection. Board requested that Bobbi notify Western to either refund a percentage or do the job correctly in the next phases.

## VIII. NEW BUSINESS

- A. 2017 Budget – The Board unanimously approved a transfer of funds from the Reserve account to the Operating account. Even though expenses have gone up in some areas, dues will remain the same for now.
- B. Bad Debt Write-off – Bobbi suggested that we write off long standing bad debt amounting to anything under \$25. The Board approved unanimously a total of \$134.65 outstanding bad debt to be eliminated.
- C. Painting Bids – The following bids were proposed:  
New Life \$347,800  
Pro-Coatings \$441,140  
Browder \$529,934 & \$428,294 (winter/spot rate)  
New Life's bid was accepted and they also agreed to provide a winter/spot rate as well.
- D. Update Rules and Regulations – The Board unanimously approved to update the Rules and Regulations to coincide with the CC&Rs, which will update them to include such changes as smoking in the common areas,

CC&R paragraph notations, and deleted some of the wording regarding the pool and clubhouse to make it less confusing.

- E. Coast Hills Bank Account & Signature Cards – The Board unanimously approved to have Bobbi to update the KT Coast Hills accounts to updated products that offer more interest. New signature cards for all accounts were signed to include Iva Larkin to approved Board signatures of Brian McIntyre, Miko Nehman, and Lisa McGrath

IX. OPEN FORUM FOR MEMBERS

- A. Discussion of how painting and woodworking would work continued, but no other items for discussion came up during open forum.

X. EXECUTIVE SESSION

- A. Checks were signed, and Aimee witnessed signature cards.

XII. ADJOURNMENT – The meeting was adjourned at 7:35 p.m.