

**KNOLLWOOD TERRACE HOMEOWNERS
ASSOCIATION**

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

BOARD OF DIRECTORS MEETING

Knollwood Clubhouse

October 20th, 2015

6:00 pm

MINUTES - APPROVED

- I. CALL TO ORDER – The meeting was called to order at 6:00pm.
- II. ESTABLISHMENT OF QUORUM – Quorum was established with the presence of Aimee Avery, Miko Nehman and Brian McIntyre. Lisa McGrath and Jeff Geiger were both absent. Bobbi Primo was present on behalf of Aurora Property Services
- III. REVIEW MINUTES OF AUGUST 18TH, 2015 MEETING – The minutes as written were approved unanimously.
- IV. OCTOBER MANAGEMENT REPORT
The termite work for 1180 Sumner #B was completed by Wayne Shaffer.

1144 E. Foster B had an irrigation leak that was checked by Jacks Plumbing. It was determined this was owners responsibility in their yard and the owner had their plumber complete the work.

The rotted top boards on the fence at the pool and the damaged doorjamb were replaced in September.

In September the clubhouse bathrooms flooded twice, the second time flooding into the carpet. Coastal Janitorial was sent in to extract the water and Mr. Irwin put fans down to dry the carpet. Jacks cleaned the drain and found a lot of debris from the pool toilet including paper towels, which have been an issue. The paper towel dispenser has been removed. There has been a patch made to a hole in the wall and to cover the towel dispenser. Jack's is also replacing the bathroom toilet, which has not been working properly. Emergency work approved by the Maintenance Committee.

The maintenance sub-committee approved replacing a garage door at 4072 Hilltop #A.

The no parking signs were replaced in the clubhouse parking lot.

No Limit Services went through the property to check and make sure all of the lights near the garages and wing walls were working. They replaced 4 burnt out lights.

4066 Hilltop A/B was fumigated on September 24th. This was voted on last year but the second owner wanted to wait until her unit was vacant to allow tenting.

The County of Santa Barbara performed the annual pool/spa facility inspection. The only violation was the handrail on the stairs into the spa was loose. Mr. Poolman repaired this.

The following beams have replaced and the beam project is complete:

1141 E. Foster D – 3 beams
1161 Sumner D – Header & 3 beams
1181 Sumner D – Header & 3 beams
1181 Sumner B/C – 5 headers
1192 Sumner B/C – Header 4 beams
1192 Sumner D – Header 3 beams
1172 Sumner D – Two beams
1152 Sumner D – Two beams
1140 Sumner B/C – Header & 4 beams
1193 Foster D – Header & 2 beams

V. TREASURERS REPORT –

A. YTD Budget vs. Actuals

September Bank Statements – reconciled as of 9/30/2015

Union Bank Operating	\$ 64,877.74
Coast Hills Reserve Checking	\$ 16,841.08
Coast Hill Money Market	\$232,198.01
Coast Hills Checking	\$ 5.52
Total	\$313,922.35

- There is one owner on a payment plan with Sunrise Assessments.
- There is one owner recently sent to collections with Sunrise Assessments.

The accounts receivables are \$7,726.26.

VI. OLD BUSINESS

A. CC&R Update: The approved draft of the CC&Rs and By Laws was sent out to all owners in September. Less than 30 votes have been returned. Members present made lists of owners known to them in order to reach out to remind them to get their votes in.

VII. NEW BUSINESS

- A. Tree trimming bid from Coastal Tree Service was unanimously approved. Bid includes safety trimming of 84 trees, removal of 3 trees and grinding of stumps.
- B. Roof sweeping/gutter cleanout bid from Champion Roofing was unanimously approved. Bid includes removal of leaves and debris from all gutters and leaves/pine needles off shingle roofs.
- C. 1180 Hilltop #D — Service request fence and gate. Fence and gate falling down. Fence replacement approved by Maintenance Committee.

VII. OPEN FORUM FOR MEMBERS

- A. Bobbi brought up issue regarding the new garage doors on fourplexes should have vents (excluding second A unit garage) because of water heaters. Many of new doors are without. Bobbi to check to see if they were included in bills and to be made right.

VIII. ADJOURNMENT – The meeting was adjourned at 6:23 p.m.