

**KNOLLWOOD TERRACES HOMEOWNERS
ASSOCIATION**

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

BOARD OF DIRECTORS MEETING

Knollwood Clubhouse

December 10, 2013

6:30 pm

Minutes - Draft

- I. CALL TO ORDER – The meeting was called to order at 6:37pm.
- II. ESTABLISHMENT OF QUORUM – Quorum was established with board members Mark Macaulay, Dave Mittleberger and Lisa McGrath. Brian McIntyre arrived after the meeting had begun. Bobbi Primo was present on behalf of Aurora Property Services.
- III. REVIEW MINUTES OF NOVEMBER 19TH MEETING – The minutes were approved as amended.
- IV. TREASURERS REPORT – The treasurers' report was tabled since the meeting was scheduled early due to the holidays. Bank Statements had not arrived or been reconciled. Statements are emailed monthly to the board so they will receive them within the week.
 - A. YTD Budget vs. Actuals
- V. OLD BUSINESS
 - A. Walk Thru Projects – The projects that Gabe from No Limit Services addressed have been completed. Other larger items are noted under Reserve Study Projects.
 - B. Reserve Study Projects – A bid to replace the wing walls that are damaged or deteriorating was presented. The bid was approved to have 1161 Sumner A, 1193 Sumner A, 1172 Sumner A and 1152 Sumner A wing wall replaced. No Limit Services was the only contractor who elected to bid this and the bid was approved by all board members. There are six fences that are currently getting bids by three fence companies that need to be replaced or repaired. These bids should be in by the January meeting.
 - C. Driveway Repair – Justin Time Concrete is fixing the driveway at the end of 1181 and 1193 Sumner and Coastal Trees is installing a Root Barrier so that the Liquid Amber doesn't pull up the driveway. They are scheduled to demo the area on December 11th, do a root barrier on December 12th and replace the concrete on December 13th.
 - D. Tree Trimming – Trimming of the trees throughout the property is scheduled for January.

- E. Legal – This was tabled until the Executive Session.
- F. Roof Sweeping – The roof sweeping has been completed.

VI. NEW BUSINESS

- A. Garage Door – A service request was submitted to replace the garage door for unit 1192DH. The board approved this replacement.

VII. OPEN FORUM FOR MEMBERS

An owner discussed an issue with neighbors smoking in the home and garage that was affecting their tenant. They are also leaving the garage door open which is a violation of the CC&R's.

There were complaints about a couple owner/tenants parking in front of the garage doors. Aurora Property Services will write these owners letters and with the tow contract these cars may be towed in the future.

There was a suggestion to put some topics on the website such as “no parking in the driveways” or other helpful hints.

VIII. ADJOURNMENT – The meeting was adjourned at 7:12pm.