

KNOLLWOOD TERRACE HOMEOWNERS ASSOCIATION

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

BOARD OF DIRECTORS MEETING

Knollwood Clubhouse

September 18, 2013

6:30 pm

Minutes - Draft

- I. CALL TO ORDER – The meeting was called to order at 6:30p.
- II. ESTABLISHMENT OF QUORUM – Quorum of the meeting was established by the presence of David Mittleberger, Brian McIntyre and Lisa McGrath. Bobbi Primo was present on behalf of Aurora Property Services. Mark Macaulay was not present
- III. MINUTES OF THE AUGUST 20TH MEETING REVIEW – Minutes were approved as written.
- IV. TREASURERS REPORT
 - A. YTD Budget vs. Actuals for 2012-2013 -

**Treasurers Report – As of August Bank Statements –reconciled as of 8/31/13
Knollwood Terraces HOA**

First Bank Operating Account	\$ 20,192.54
Coast Hills Savings Reserves Account	\$ 196,473.71
Coast Hills Checking Reserves Account	\$ 29,515.00
Total	\$246,181.25

August Executive Meeting Business-

- There are currently still four liens with Sunrise Assessment Services that will be discussed at the Executive Meeting.
- The accounts receivables are down to \$43,602.22. Two of the homeowners in collections make up over \$30,000 of these delinquent dues.
- The board agreed at the July Executive Meeting to write off delinquent dues that were over four years old. The owner showed proof of payments within the last four years.
- In the August budget comparison, the association is over budget in plumbing by \$4,239.79, over budget in irrigation repairs by \$5,256.84, over budget in swimming pool maintenance by \$1,721.07, under budget in Clubhouse Rentals by \$700 and under budget in administrative costs by \$1,364.16.

- The board approved retaining an attorney to pursue the previous insurance company regarding the embezzlement issue with the association and the claim that wasn't covered.

September Executive Meeting Business –

- 1141CS- This unit is in the next stage of collections.
- 1172CH- This unit is in the next stage of collections.
- 1152CS – This unit is in collections. The board approved to waive ½ of the 2008 late fees and the 2009 and 2010 late fees and the owner agrees to pay off her delinquent dues within six months.
- 1168BF – The board will keep the lien on this unit.

V. OLD BUSINESS

- A. Pool chairs – Most of the pool chairs have been completed. One more roll of vinyl has been ordered to finish the chairs.
- B. Parking in Fire Lanes – The board approved having Ramsey Asphalt do striping of Fire Lanes and it is on schedule to do the work.
- C. 1160 Sumner C Fence – The fence for 1160 Sumner #C has been completed and primed and painted.
- D. Reserve Study Projects –The board discussed projects that need to be taken care of during the next fiscal year. Bobbi will get a bid for tree trimming throughout the property. Members of the board will meet and do a walk thru of the association on Sunday, October 13th to assess taking care of other projects. They will primarily focus on fences and garage doors that need to be repaired and look at other issues such as siding and dry rot repair.

VI. NEW BUSINESS

- A. Rain Gutters – The board approved to have Champion Roofing do the rain gutter cleanout for the association. They had the lowest bid of \$38.00 per building. Brian pointed out to make sure they address the “V” area near the A units that collect leaves. If repairs to the gutters need to be done they will be addresses as needed.
- B. Bids for Tax Returns and Year End Review – The board approved the lowest bid which is James Hayes CPA & Associates to do the Tax Returns and Year End Review. Lisa McGrath, the treasurer, has offered to do any preparation necessary to keep the accounting costs down for the process.
- C. Garage door reimbursement for 1126 E. Foster #A- The board did not approve the reimbursement for this garage door. They felt that the owner should have called the property manager and taken the proper steps to have it replaced with a licensed company. They also pointed out that this door does not match the other doors on the property.

- D. Gate Repair 1193 Sumner #D – The board wanted to get a lower bid for the top board on this gate repair for Douglas Fir or a comparable wood that was used on the existing gate. They approved Gabe at No Limit Services to do the work if the bid is reasonable.
- E. Fence Repair – 1180 Hilltop #B - The board wanted to get a lower bid for the top board on this gate repair for Douglas Fir or a comparable wood that was used on the existing gate. They approved Gabe at No Limit Services to do the work if the bid is reasonable.
- F. Anonymous Letter from homeowner – A letter that was sent to Aurora Property Services and addressed to the Knollwood Terrace Board was included in the package.
- G. Bid for new jet pumps for the hot tub – The board approved to have the old jet pumps that are not working properly to be replaced.
- H. Work Order Request – 4096 Hilltop #A – Broken Rain Gutter – Since the board earlier approved having all of the rain gutters on the property cleaned and repaired if needed, this item will be looked at during that inspection.

VII. OPEN FORUM FOR MEMBERS

A couple homeowners had questions about the legal issues with HPM, the past property manager. It was discussed that Mark Macaulay is representing the association on behalf of the board and working with a lawyer. They did not have an answer yet and Mark was not present at the meeting. When Mark has more information from the lawyer, we will have that on the agenda.

VIII. ADJOURNMENT – the meeting was adjourned at 7:56pm.