

**KNOLLWOOD TERRACE HOMEOWNERS
ASSOCIATION**

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

BOARD OF DIRECTORS MEETING

Knollwood Clubhouse

November 18th, 2014

6:00 pm

MINUTES - DRAFT

- I. CALL TO ORDER – The meeting was called to order at 6:02pm.
- II. ESTABLISHMENT OF QUORUM - Quorum was established with the presence of Lisa McGrath, Miko Nehman and David Mittleberger. Brian McIntyre was not present. Bobbi Primo was present on behalf of Aurora Property Services.
- III. REVIEW MINUTES OF OCTOBER 21ST, 2014 MEETING – The minutes were approved as amended.

IV. TREASURERS REPORT

October Bank Statements –reconciled as of 10/31/2014

Union Bank Operating Account	\$ 8,805.04
Coast Hills Savings Reserves Account	\$ 271,976.65
Coast Hills Checking Reserves Account	\$ 50,227.53
Coast Hills Checking	\$5.00
Total	\$331,014.22

- There is one owner on a payment plan with Sunrise Assessments.
- The accounts receivables are down to \$10,469.76.
- The HOA approved a settlement from Chase Bank for \$25,000 regarding the embezzlement of HPM. The approval has been signed and the refund should arrive within a month and will be deposited into the reserve savings account.
- The outstanding legal bill is \$9,619.23.

A. YTD Budget vs. Actuals

V. OLD BUSINESS

- A. 4066 Hilltop #A/#B – Western Termite Report – Utility Room Door –
The board approved to have Western Termite replace this utility room

door with a metal door at the cost of \$315. These doors are sealed and painted and last much longer than the current wood doors.

- B. Flat Roof Scheduling – The flat roof replacements over the garages on the four-plex units began November 17th and should take about three weeks to complete depending on weather. All owners were sent notices of the upcoming Fall/winter projects. Tunnell Roofing is also posting notices at each property door and garage noticing owners to have their cars out of the garages by 7am since the work trucks will be blocking the driveways on the days they replace the roofs.
- C. Rain Gutter Cleaning – The rain gutter cleaning will begin the first week of December after the flat roofs have been replaced.
- D. Tree Trimming – Tree trimming is scheduled to be done late November.
- E. Service Request 1192 Hilltop #B – The contractor that the association has been using for small construction projects is working on another lengthy project and not available to do repairs. Miko suggested using Fenton Construction so he will bid this stucco project.
- F. Service Request 1141 E. Foster #A- Fenton Construction will check this construction project and give a bid as well.

VI. NEW BUSINESS

- A. Termite Report – 1140 Hilltop #A – The board voted to have Western Exterminator give a bid to fumigate this building and have Fenton Construction bid the wood work.
- B. Termite Report – 1168 E. Foster #A/#B- The board approved all of the wood work on this unit totaling \$1605 and approved fumigation of the duplex which is \$2360.

VII. OPEN FORUM FOR MEMBERS

Two owners who live at Sumner Place were present and stated that the high school kids who have been parking on the street have been attempting to vandalize the HOA property, have thrown items on the property and are very rude. Another owner from that building had started the process of getting County approval to have permit only parking on Sumner. The board was open to backing up whatever help she needed to complete this project. She is researching it further and will let the board know the outcome.

VIII. ADJOURNMENT – The meeting was adjourned at 6:42pm.