

**KNOLLWOOD TERRACES HOMEOWNERS
ASSOCIATION**

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

BOARD OF DIRECTORS MEETING

Knollwood Clubhouse

November 19, 2013

6:30 pm

Minutes - Approved

- I. CALL TO ORDER – The meeting was called to order at 6:30pm.
- II. ESTABLISHMENT OF QUORUM – Quorum was met with board members David Mittleberger, Lisa McGrath, Brian McIntyre and Mark Macaulay. Bobbi Primo was present on behalf of Aurora Property Services. Owners Don and Judy Horton were also present.
- III. REVIEW MINUTES OF OCTOBER 15TH MEETING – The minutes were approved as written.
- IV. TREASURERS REPORT

A. YTD Budget vs. Actuals

As of October Bank Statements –reconciled as of 10/31/2013

First Bank Operating Account	\$ 16,621.39
Coast Hills Savings Reserves Account	\$ 208,846.14
Coast Hills Checking Reserves Account	\$ 25,957.93
Total	\$251,425.46

- There are currently still four liens with Sunrise Assessment Services.
- 1152CS is on a payment plan with Sunrise Assessments and made her first payment on 10/25/2013.
- 1172CH is in collections is scheduled to have a trustee sale. Her home was currently listed with a realtor. The board voted to see if the home sells and revisit the issue next month.
- 1160BH is in default of her association payment plan. She was sent a letter.
- The accounts receivables are down to \$44,062.38.
- Mark Macaulay is still working with an attorney on behalf of the board to attempt to recover funds from HPM.
- In October the association discovered there were twenty two PG&E bills that were on an email payment notification to HPM and had not been paid

since August, 2012 for \$3625.31. We were able to pay off the balance due and switch all of the billing to Aurora Property Services.

- In the October budget comparison, the association is over budget in roofing by \$1,689.67 due to the gutter cleanout costs, over budget in water and landscaping because both bills posted in October and over budget in electricity by \$3676.26.
- The reserve transfer checks that were printed in October were voided since there was not enough funds in the operating account to transfer to the reserve account. The association will need to make up this transfer in the current fiscal year to keep on budget.

V.

OLD BUSINESS

- A. Pool chairs- The pool chairs have all been repaired. The board decided to stack the chairs to keep them out of the weather and David volunteered to put a tarp over them.
- B. Fire lane striping – The fire lane striping is complete.
- C. Walk Thru Projects- All issues that Gabe from No Limit Services was addressing from the boards walk thru have been completed.
- D. Reserve Study Projects – Bobbi is working with Mark on compiling a spreadsheet of the fences and wing walls to send out to bid. This will be a 2014 capital improvement project.
- E. Rain Gutter Cleaning – The rain gutters have all been cleaned. 4054 Hilltop Rd. was repaired with new mounts; spike nail and reset gutter, 4078 Hilltop Rd. and 4066 Hilltop Rd. were sealed to keep from leaking. 1193 E. Foster B had a sagging gutter that was fixed. The board approved a bid from No Limit Services to sweep all roofs.
- F. Tree trimming – A bid from Zee was approved to do a safety trimming throughout the property in the winter when all of the trees are dormant. Bob Drake went out to bid the project as well and said he did not have enough staff to do large projects like this.
- G. Legal- Mark Macaulay has been working with an attorney on behalf of the HOA. The attorney is in the process of serving Jodi Hudson with a civil suit. She is currently in jail and ordered to pay restitution to the HOA. The attorney is also sending a letter to First Bank since they cashed checks that were not endorsed.

VI.

NEW BUSINESS

- A. Exhaust Hood over range request by owner – 1160AS – This owner had a request to add an exhaust system to her stove. The board agreed that this was not an HOA issue and suggested the owner check with county permits and work with a licensed contractor if she was to pursue the work.
- B. Gate Repair Request – 1160AS – This gate was added to the spreadsheet of the 2014 fence project.

- C. Garage Door Replacement Request – 1181DS – The board approved having this garage door replaced.
- D. Garage Door Replacement Request – 1160DS – Hamon/American – The board approved having this garage door replaced. Hamons' bid came in lower than Roman doors. The board would still like to have American Garage door bid to see if they come in lower.
- E. Driveway Repair – The board approved bids from Justin Time Concrete and Coastal Tree to fix the cracked driveway at the end of 1181/1193 E. Foster Road. Justin Time Concrete will dig up the Concrete and Zee will put in a root barrier on the Liquid Amber tree that is causing the damage. The board approved the bid for Zee to use the root barrier and not remove the tree.

VII. OPEN FORUM FOR MEMBERS

- A. Judy Horton had a question about the embezzlement issue with HPM. Mark explained that Jodi is in jail and has been ordered to pay restitution and the association is still working with an attorney trying to get money back from Jodi, the bank and/or the insurance company.

VIII. ADJOURNMENT – The meeting was adjourned at 7:45pm.

*The next meeting will be on December 10th at 6:30pm. It is moved forward one week due to the holidays.