

**KNOLLWOOD TERRACES HOMEOWNERS
ASSOCIATION**

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

BOARD OF DIRECTORS MEETING

Knollwood Clubhouse

March 19, 2013

At 6:30 pm

Minutes - DRAFT

- I. CALL TO ORDER – Meeting was called to order at 6:32 pm.
- II. ESTABLISHMENT OF QUORUM – Quorum of the meeting was established by the presence of David Mittelberger, Brian McIntyre, Lisa McGrath, Mark Macaulay, Ed Barbau, and Kristen Ontiveros and Bobbi Primo of Aurora Property Services.
- III. Minutes of February 19th meeting were approved as written.
- IV. OLD BUSINESS
 - A. The work began for the replacement of the wood beams on Hilltop. The certificate of insurance was received and the scope of service was added to the bid. Wayne Schafer anticipates the job will take six work days.
 - B. The bid from Roman Doors for unit 1181 E. Foster #D was approved. The existing door is damaged beyond repair and the cost to replace the garage door is \$895.
 - C. Follow up bids for work order request and termite work was tabled until the April meeting.
 - D. The towing contract was discussed. The signs have been ordered and delivered. The board discussed that they prefer for the contract to be complaint based to begin with. They also prefer not to have signs posted at the duplexes. The duplexes will continue to manage parking between themselves since there are only two units.
- V. NEW BUSINESS
 - A. The work order for 1193 E. Foster #D for the garage door replacement was discussed. The bid came in at \$895 to replace the door. The board discussed the responsibility of garage doors and that if the owner shows neglect of care for their door, that it should not be the associations’

responsibility to pay for it. Board members will walk the property and table for the next meeting.

- B. The pool maintenance contract was tabled until the April meeting until two more bids are received.
- C. Washing cars in the driveways were discussed. Rules and regulations were noted that has a fine violation schedule for car washing. Judy Horton and Lisa McGrath noted that the 9/2009 Rules and Regulations have the most up to date information. Kristen suggested that the rules and regulations may need to be updated to be more specific about certain rules of the association.

VI. OPEN FORUM –

Don Horton requested a budget and an accounts receivable balance since January 2013.

Don Horton had questions about parking in the duplex units. The board suggested that owners of the duplexes arrange parking that works for each unit and have towing be complaint driven.

Jeffrey Geiger discussed the Hilltop project. He requested that the board speak with Wayne Schafer about putting in a two hole “L” bracket as opposed to a three- hole bracket and thicker bolts being used on the project.

VII. ADJOURNMENT – The meeting was adjourned at 7:27pm.