

**KNOLLWOOD TERRACE
HOMEOWNERS ASSOCIATION**

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

BOARD OF DIRECTORS MEETING

Knollwood Clubhouse

May 16, 2017 • 6:00 pm

MINUTES – APPROVED

- I. CALL TO ORDER – The meeting was called to order at 6:15 pm.
- II. ESTABLISHMENT OF QUORUM – Quorum was established with the presence of Aimee Avery, David Mittleberger, and Lisa McGrath. Bobbi Primo was present on behalf of Aurora Property Services. Miko Nehman was unavailable due to vacation. One position remains open.
- III. REVIEW MINUTES OF MARCH 21, 2017 MEETING – The minutes as written were unanimously approved.
- IV. MANAGEMENT REPORT
- Termite work and was approved with Western Termite and flashing repair from Tunnel roofing for 1140 Sumner #B, which is a condo in escrow.
- A rain gutter was repaired at 1181 E. Foster A.
- Simpkins Security adjusted the pool timer for the open pool season.
- Mr. Pool Man has started regular pool maintenance
- Bomar has started regular security.
- No Limit Services is now cleaning the pool, patio and restroom area on Mondays and Fridays. All of the pool chairs were taken out of storage and set up.
- No Limit Services did a light check of the property.
- The garage doors at 4048 Hilltop A and 4072 Hilltop B.
- New Life Painting is finishing phase two.

Jose is working directly with New Life to have all of the phase three
woodwork completed. Phase three should start in mid-May.

Wayne Shafer should be completing the last beams in phase three in mid-
May.

V. TREASURERS REPORT –

A. YTD Budget vs. Actuals

February Bank Statements – reconciled as of 4/30/2017

Union Bank Operating	\$ 22,714.78
Coast Hills Reserve Checking	\$ 40,694.32
Coast Hill Money Market	\$167,024.08
Coast Hills Checking	\$ 5.52
Total	\$230,438.70

- The accounts receivables are \$1,788.36
- Under budget in cleaning by \$680
- Over budget in utilities by \$7,422.72
- Under budget in administrative/office by \$595.71.
- Over budget in repairs/maintenance by \$318.33.
- Under budget in landscaping for the year by \$2,941.31
- Under budget in swimming pool maintenance by \$1,737.03
- Under budget in insurance by \$375.69

VII. OLD BUSINESS

A. No old business.

VIII. NEW BUSINESS

- A. Tax Returns/Financials – Net income was positive for 2016. Make corrections for 2017 by taking off old embezzlement hardship numbers. Taxes paid.
- B. 1181 E. Foster A – Fence Request – Have it done in front of painters.
- C. Pool Fence Bids – fence scheduled to be replaced 2019, so holding off until that time.
- D. Garage Doors/Fences – Bids for fences almost same from both Wayne and Jose. Give to whom ever can keep ahead painters.

IX. OPEN FORUM FOR MEMBERS

- A. David brought up landscapers were not trimming the grass short enough, but board decided to allow it to stay the same for the summer.
- B. David's building needs to be treated for termites. Needs to get bids before painters get to his building.

X. ADJOURNMENT – The meeting was adjourned at 7:00 p.m.

XI. EXECUTIVE SESSION – none.