

**KNOLLWOOD TERRACE HOMEOWNERS  
ASSOCIATION**

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

**BOARD OF DIRECTORS MEETING**

**Knollwood Clubhouse**

**JULY 18TH, 2017**

**6:00 pm**

**MINUTES - APPROVED**

- I. CALL TO ORDER – The meeting was called to order at 6:00pm.
- II. ESTABLISHMENT OF QUORUM – Quorum was established with the presence of Miko Nehman, Lisa McGrath and David Mittleberger. Bobbi Primo was present on behalf of Aurora Property Services.
- III. REVIEW MINUTES OF MAY 16TH, 2017 MEETING – The minutes were approved as amended.
- IV. MANAGEMENT REPORT

- The roof was repaired at 1192 Sumner B where it was leaking.
- The annual pool inspections were completed from the county of Santa Barbara.
- Bomar Security was sent out on a call for kids cussing and playing loud music.
- The garage door was replaced at 1144 E. Foster A.
- New Life Painting is working on phase three of painting.
- Jose is working directly with New Life to have all of the phase three woodwork completed. He has replaced the fences at 1193 E. Foster D, 1181 E. Foster A, 1153 E. Foster A, B and C.
- Wayne Shafer is completing the last beams in phase three.  
The required annual backflow tests were done in June with one backflow needing a \$400 repair.
- A new spa heater was installed after the spa heater broke.
- The pool gate clock timer went out over July 4th weekend and was repaired.
- Four last chance letters were sent to owners asking them to pay off their dues or submit a payment plan.

V. TREASURERS REPORT

A. YTD Budget vs. Actuals

June Bank Statements –reconciled as of 6/30/2017

Union Bank Operating/Checking                      \$9,780.61

Coast Hills Reserve Checking	\$19,867.02
Coast Hill Money Market	\$147,215.80
Coast Hills Checking	\$5.52
Total	\$176,863.43

- The accounts receivables are \$2,493.46
- Under budget in in repairs and maintenance for the year by \$945.20.
- Under budget in cleaning by \$393.00.
- Over budget in utilities by \$12,698.09 with water over budget by \$9,481.61.
- Over budget in administrative/office by \$4,273.92.
- Over budget in repairs/maintenance by \$318.33.
- Over budget in taxes by \$5,260.64.
- Under budget in landscaping for the year \$3,807.49.
- Under budget in swimming pool maintenance by \$1,665.84.
- Under budget in insurance by \$483.03.

VI. OLD BUSINESS - None

VII. NEW BUSINESS

- A. Appoint vacant board position – The board voted unanimously to appoint Desiree Lopez to the board. Desiree will act as the secretary and will also be added to the signature cards for the operating and reserve accounts for Union Bank and Coast Hills. Aimee Avery will be removed from both signature cards.
- B. Budget – 2017/2018 fiscal year budget was approved with dues being assessed at 23.5 cents per square foot. Letters will go out to all owners regarding the budget. The board also made a motion and voted unanimously to assess dues consistently on the variable square footage as the CC&Rs state and making an adjustment correcting thirteen units that have been incorrectly assessed.
- C. Garage door request – 1140 Sumner #B – The board approved to replace this garage door.
- D. Update Rules and Regulations – A concern was brought up by a homeowner regarding parking in the four plex entrances for loading and unloading. The board felt that this was understood and didn't want to spend the money at this time to mail and update the Rules and Regulations.

VIII. OPEN FORUM FOR MEMBERS

The board discussed forming a maintenance committee and doing a walk thru with the landscaper to address some specific areas that need more care.

IX. ADJOURNMENT – The meeting was adjourned at 8pm.

- X. EXECUTIVE SESSION TO FOLLOW – There were two violations that the board reviewed if fines should be assessed. The board voted not to proceed with fines at this time with both owners saying they would be sure to follow the HOA rules moving forward.