

# ESTATES AT MEADOWWOOD III HOA

Board of Directors Meeting  
Thursday February 22, 2018

## MINUTES

The meeting was called to order at 4:03PM

### 1. Call to Order and Establish Quorum

#### In attendance

HOA Board: Jerry Brown, David Wyatt, Dennis Thompson

WEB Properties: Bill Butler and John Schumaker

Homeowners in attendance: Terri Schmarr

A quorum is established.

### 2. Officer Elections

Jerry Brown volunteered to serve as President, David Wyatt volunteered to serve as Vice President, and Dennis Thompson volunteered to serve as Director of the HOA. David Wyatt motioned to elect each officer as nominated. Dennis Thompson seconded the motion. The motion passed unanimously.

### 3. 2018 Budget: Townhome Landscape Pass-through Update

Bill Butler and John Schumaker are working on reconciling the Townhome Landscape Pass-Through for previous years to determine if the townhome residents have a balance owing or credit heading in to 2018.

- 1502 Terrace Ln Update: Non-payment of 2017 2<sup>nd</sup> Installment

The owner of 1502 Terrace Ln called WEB Properties in January to say that they will not be paying the 2<sup>nd</sup> Landscaping Installment for 2017 due to the "poor service" provided by Senske. They stated that they did not allow Senske on the property for the final couple of months of the season and hired their own company to complete any work needed. As well, they stated that nowhere does it say that they are required to pay for services that are not satisfactory. The charge has continued to remain on his account for payment. The Board and management discussed the situation. Management will read the CC&Rs and pull a title report on the property to review the language regarding payment for contracted services. Then, management will draft a letter to the homeowner stating that they are required to pay the second half installment. The letter will be provided to the Board for review prior to being sent to the homeowner.

The Board and management talked about the service provided by Senske in 2017 and that any issues brought forth were immediately addressed with vendor.

#### 4. Reserve Study

John Schumaker spoke about the current Reserve Study, which was completed in 2013, and that it is time for the Board to consider an update. The Board requested to know an estimate for what it would cost to have the Reserve Study updated and Bill Butler provided a general guide. The Board and management discussed how an updated Reserve Study will reassess the estimated useful life of all HOA maintained items and determine if funding needs to be adjusted based on an update cost of labor and materials. The Board asked how often a Reserve Study needs to be completed. Bill Butler stated that is generally every 3-5 years. Bill also spoke about the funding contributions from previous years and the resulting year end balances. The Board will review the Reserve Study and discuss the topic further at the next meeting.

#### 5. HOA Projects

- Replacement of the Trees Along Mission Ave

The Board has determined two tree species that would be suitable for replacement of the existing trees along E Mission Ave. Management will gather bids from contractors for the removal of the existing trees and planting of the new trees. Each vendor will be asked to submit bids for each tree species and recommend the proper caliper size for planting. Once the bids are received they will be provided to the Board for review and the awarding of a contract.

- Crack seal and Sealcoat

The crack seal and sealcoat project is tentatively scheduled to take place in July. Management will be contacting Quality Maintenance in early March to set a firm date.

#### 6. 2018 Landscaping Contract

- Establish Scope of Work

Management provided the 2017 landscaping scope of work to the Board for review. The Board will determine if any updates or changes are needed based on the service provided in 2017.

- Townhome Landscaping Committee

Management will send an email the townhome owners with the draft landscaping scope of work, and request that they to select a point of contact to provide feedback. The request for a townhome representative will have a two week deadline. If no one from

the townhomes is selected then the Board will move forward with requesting bids for the 2018 landscaping service.

7. Schedule review of House Paint

The Board will tour the community by April 1<sup>st</sup> to determine which houses need to be notified.

8. Review Draft Letter to Homeowners Regarding Retaining Wall Rocks

Management drafted a letter to be sent to all owners regarding their responsibility to ensure that their retaining wall is structurally sound. It is being recommended that homeowners contact a certified structural engineer to review their retaining wall and determine if any action needs to be taken. The letter was reviewed by the Board and comments/updates were received. Once the letter has been finalized and approved by the Board, it will be sent to all homeowners.

9. Resident Online Access Portal

John Schumaker spoke about current portal sign-up statistics for the HOA, as well as the new Step-by-Step Instructions and Frequently Asked Questions documents that have been added to the WEB Properties website homepage. He also discussed the plan to email homeowners between now and June 2018 that have not signed up for their account to encourage them to do so. Jerry Brown spoke about concerns that have been voiced to him from a few homeowners questioning how this is a savings and benefit for the HOA. Bill spoke about the cost savings, the ability to email emergency notifications, and the upcoming Board portal that will provide access to the monthly financial statements and all invoices paid.

10. Adjourn

The meeting was adjourned at 6:00PM