

Grand View HOA

Board of Directors Meeting, March 28, 2019

The meeting was called to order at 1:15 p.m. at Sue King's house. Those present were President Sue King, ACC Chairman John Silletto, Secretary Penny Wagner, and Janey Joslin. (Patricia Miller was out of town and Dick Mann was ill.)

1. **Financial Update.** (The board was unsure of Janey's title as she is listed as the bookkeeper on the website and often referred to as the business manager. The board agreed to give her the title of Financial Manager and have her make the necessary changes on the website.) Janey provided information on the following:

Annual Assessments.

-The Financial Manager produced a lien for 2805 Hawthorne for the President to sign and Janey will file. The owner of the home is recently deceased, was in arrears on the annual assessment at the time of his death and he did not have a will. A family member advised Janey to go ahead and file the lien due to the circumstances.

-Janey informed us that we have a total of nine houses (to include 2805 Hawthorne) who have not yet paid their \$250 annual assessment. She has already sent each of them two separate notices and on April 1st, will send them each a certified letter indicating that if they don't pay by April 15th, we will place a lien on their house and they will also be required to pay accrued interest from the original due date of February 15th, 2019.

-Janey will be out of town from April 18th - May 21st. She will prepare the paperwork for liens on these properties and submit them to the President for signature if the payments are not received by April 15th. Janey will then file any necessary liens prior to leaving town. Her neighbors (Jan & Steve Urbach) will be checking Janey's mail and will notify the board if we receive any mail during her absence. In the event that any of the delinquent accounts should submit any payment while Janey is gone, the Secretary will fill out a deposit slip and deposit the check(s) in the bank.

Landscaper contract.

Janey provided a copy of the 2019 contract for our Landscaper, Todd Coffin, which the President already approved. It was pointed out that the contract was quite vague and only one page long whereas previous contracts were more specific and three pages in length. Board members present agreed that the entire board needs to review his current contract and compare it with previous contracts to help us create a more accurate contract for next year. We will discuss at the next board meeting in June. Possible items to include in future contracts include details about snow removal - when he should plow (how much snow and within what timeframe?). Also, big expense items. Should he be getting prior approval for anything over \$100? Should he provide receipts? Should he get bids for big expense items like pump repair?

In the interim, Sue agreed to contact Todd and ask him to provide receipts for any items costing \$100 or more when he presents his bills to Janey.

Financial Manager contract.

-Janey did not have a copy of her contract available but will email it to each of the board members and we will review it at the next board meeting in June.

Budget.

There was a lengthy discussion about the budget and Janey was able to explain the various line items to the board's satisfaction. For the benefit of those board members who were not present, an explanation of some of the line items follows:

-Liability Insurance. HOA is insured by State Farm. Janey was unsure what it covers. She will provide a copy for our review.

-Registration and Licensing. The HOA is required to register annually with the Secretary of State and to be licensed by DORA (Department of Regulatory Agencies).

-Meeting expenses. Rent for the meeting place (church) and cost of refreshments.

-Trash. Covers the one trash can at the pond. It was noted that Garrett Heynes, who lives next to the pond entrance, graciously totes the trash can to the curb for pick-up and back to the gazebo each week.

-Website. Annual contract with "1&1" which is on auto renewal.

-Electricity. Primary expense is generated by the pumps at the pond. Minor expense would be lights at entrance to subdivision.

-Water. Flat fee for water from Grand Valley Irrigation. We get a discount for paying annual fee by certain date.

-Contingency fund. Covers unforeseen items.

2. **Preparation for "Water On"**. The previous President, Bill Rash, contacted Grand Valley Irrigation and was told the water in the ditch would be turned on April 1st and they want it to run for about 14 days before opening it up to our subdivision. So estimate we will have water approximately mid-April.

3. **Silt Pond Update and Pond Measurement**. This was our first season with the new silt pond. Sorter Construction came out last week and inspected it and indicated it is doing its job. His company came and removed the silt from the silt pond that same day and charged \$300, a considerable savings over dredging the pond. Bill Rash indicated we still need to get pond measurements annually to determine the depth of the silt so we know whether or not we need

to have the big pond dredged. John indicated Sorter construction has done these measurements in the past and he will get with Bill to see about getting this done.

-As a side note, Sue received a copy of various points of contacts (Such as Sorter Construction) from the previous president, Bill Rash. She gave a copy to Penny, who will ensure that each board member and the Financial Manager receive a copy. It was recommended that we create a "Pass Down" log for new board members which would include these contacts as well as other important information. Sue also wanted to document that outgoing board members need to return their keys to Janey at the end of their term.

4. **Community Workday**. There was a discussion about having another community workday. Potential projects were painting the east side of the fence at the pond, planting flowers at the entrance, and trimming trees along 28 Road. It was agreed that we don't have enough to warrant a call for volunteers. John volunteered to trim the trees, his wife will do the planting, and board members can paint the short section of fence themselves.

-One other project that needs to be done is painting the top of the gazebo. John will get with Dick and they will determine if it is something they can do.

-John agreed to get with Nile Leach to see if we have leftover paint for the fence and gazebo. He also agreed to find out the specifics on the paint and paint color and post it on the inside of the pump house for future reference by the board.

-Pat had previously agreed to get a new "No Swimming" sign to post near the pond. Penny will check with her on the status of that sign.

-Penny noted a problem with people not picking up after their dogs in the pond area. It was agreed that she could install a box on the gazebo near the trash can where people could place recycled newspaper or grocery bags to be used for dog excrement. She will also check with Pat to see if another sign could be made "Pick Up After Your Dog" or something to that effect.

5. **Planting Hawthorne Planter**. John and Sandy Silletto will purchase the plants and do the planting themselves. They have a budget of \$200 and will present their receipts to Janey for reimbursement.

6. **Welcome Committee**. There was a discussion of creating a welcome committee for new residents. Sue King has been doing this of her own accord. It was decided this was a good idea and that it can be accomplished by any board members willing to help. The primary purpose is to make new residents feel welcome, provide them with a copy of our current CCRs, Bylaws, and Architectural Guidelines, let them know about our annual HOA meeting, and answer any questions they might have.

-Janey provided board members with a current list of all residents. She indicated the Land & Title Company is supposed to notify Janey when someone purchases a house in Grand View, but a few have slipped by her.

-Penny volunteered to contact residents on the list who have no known email address and see if they are willing to receive electronic notifications from the board, which would save us the cost of postage.

7. **Architectural & Landscaping Standards & Guidelines.** There was a lengthy discussion about changes to the standard & guidelines. The HOA Board that was in place in December 2016 made a revision at that time, but did not record it with the county. It is the current board's opinion that it is necessary to record any revisions to ensure new residents are made aware of current standards and guidelines, and not be misled by the unrevised standards and guidelines on file. (Cost of recording is \$13.00 for first page and \$5.00 for subsequent pages. Document is 3 pages long.)

Janey provided a copy of the December 2016 revised standards and guidelines to each board member present. (Sue will give Dick a copy and Janey will email a copy to Pat.) The current board would like to incorporate two new revisions - changing the maximum height of sheds from 8' to 9' and a requirement to keep trash cans behind a 6' fence or in the garage, which is in keeping with the neat appearance. Janey will provide an update which includes those two revisions to each board member to review and compare with the December 2016 revision. Board members will provide any recommended changes/corrections to Sue King by April 5th. Once the board is in agreement on any changes that need to be made, the revisions will be signed by the President and ACC Chairman and then recorded with the county.

-There was also a discussion about the requirement for a 6' high cedar fence on all properties. Janey is of the belief that houses which back up to Matchett Park should be grandfathered as the HOA developer built the lower fences to provide those houses with a view. We need to review any previous correspondence which might address this before we could include it in the above guidelines. We may want to wait to record our recommended revisions until we can make a determination on whether those houses can be grandfathered.

8. **Website Information.** Currently, Janey is the only one able to upload information on the HOA website. Janey will train Penny so that we have a back-up. It was agreed that we post the budgets and minutes (both Board meeting and general HOA meetings) for the last 2 years at a minimum.

-Website changes will be made to reflect Janey's title of Financial Manager. Her information will also be posted on the annual assessments page in case anyone has questions. Under board members, Penny's title will be changed from "Secretary/Treasurer" to "Secretary".

9. **Next Board Meeting.** The next board meeting will be at Penny's house, 629 Grand View Drive, on either June 12th or 13th, at 9:00 a.m. Penny will contact board members the first part of June to determine which day will work best.

The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Penny Wagner
HOA Secretary