

**Chestnut Trails HOA  
Board of Directors Meeting  
July 15<sup>th</sup> 2010**

**Members Present:**

RL – Rick Long  
DM – McGilvary  
CL – Chris Lyon

**Non-members Present**

ST – Stephanie Thomas

**Absent:**

CG – Carol Gilbert (vacation)

A quorum was present and the meeting called to order at 6:40 p.m.

**I. Preliminary**

**a. Review agenda:**

The agenda was reviewed and approved by the board.

**b. Approval of June 17th BOD minutes** The board minutes were reviewed. RL motioned to approve the minutes DM seconded all agreed; the BOD approved the June minutes unanimously.

**c. Action Item Review**

**II. Budget and Finance Report**

The balance sheet shows the Chestnut's financial position on the 30th of June this year. The checking account (cash balance) is \$17,096.80 with another \$5,094.85 in the reserve account and \$5,103.91 in a Certificate of deposit for a total of \$27,295.56 in cash and another \$4,195.57 in receivables for a total of \$31,491.03

DM made a motion to accept the financial report and RL seconded passed unanimously.

The board asked for a profit and loss budget report to be provided for the monthly Board meeting in the future as well as the balance sheet. ST agreed and said that would not be a problem.

DM asked about including an online payment option for HOA dues in the future. ST said that option could be added to the payment coupons going out in the future.

### III. Management Report

- a. **Lot 4 dues payment** – The owner of the home at lot four has moved to Wisconsin and call Brink to say that the payment had been mailed but that he wasn't sure if it would get here in time. The board discussed and agreed that if the payment were postmarked prior to July 15<sup>th</sup> (the deadline) that not late fee would be added.
- b. **Landscaping** –The board had asked ST to look for landscaping files and none were found. An e-mail thread with the landscaping firm was found and numerous versions of the contract that Chestnut Trails has with Premier Lawn Service. ST asked if it was a priority with the board to put the landscaping services out to bid. The board stated that they did not want to the landscaping out to bid at this time. RL did ask that ST contact Premier Landscaping and ask them not to dump lawn clippings next to his property.
- c. **Fencing issues** – ST stated that the firm that bid to repair the fencing around the retention pond stated that it would be cheaper to replace the entire fence. The board decided to repair it for now and look into trying to set funds aside to replace it in the future. RL will get a work party together to repair the retention pond fence and pull all the existing mulch away from the fence.
- d. **Past due balances on Landscaping Fines** – Since the Landscaping Audit last year was conducted before the HOA members had been notified of the new guidelines that were created the board has decided to waive these fines and late fees for the fines. Going forward now that the guidelines have been published the board will enforce them as necessary. ST will send out letters to homeowners with landscaping violation fines notifying them of the board's decision to waive them in this one instance.
- e. **Past due balances on HOA dues** – The board has instructed Brink to send out letters to the five homes with unpaid HOA dues from previous years, at this time Brink will also send out past due notices to anyone who has not paid their dues for this year. ST will contact DM on Monday the 19<sup>th</sup> of July to confirm that this is being done. ST will also investigate all past due fines and late fees to determine what they were for and report back to the board.
- f. **Board email address** – The former president deactivated the Chestnut trails board e-mail, until it is updated and reactivated CB has asked that ST copy all the board members individually via e-mail. CL will look into reactivating and updating the board e-mail address.
- g. **Landscaping** – The board has decided to deal with issues as they come up and will not be conducting an audit this year.

### IV. Ongoing Business

- a. **Website update** – CL stated that he will fill in updating the website until a permanent volunteer is found. CL also suggested that the board consider moving to website to a different platform that would allow for more flexibility and easier use. The board stated that as long as there was no additional cost that they would consider it. CL agreed and stated that he would begin building a new site on the Joomla platform in the coming weeks and board could review it and decide whether to change over or not.
- b. **Retention pond update** – The driveway to the pond still has to be graded so that the truck can access it. RL stated that the post has been removed. RL said he would get a price on the gravel needed to grade the drive and organize a work party and get the job done. ST will get the paint color code for the fence to RL. RL asked ST to find out where we are on the list with the county to get the pond cleaned out.

- c. **Newsletter update** – The first week of August has been targeted to send the news letter out to the members of the Chestnut trails HOA
- d. **Open Board Seat** – The notification to the membership of the open board seat and request for people interested in being considered to fill the sit will be sent out in the Newsletter.
- e. **Long Grass Complaint** – has been resolved.
- f. **Amendment** – we are still short on responses for the bylaws amendment that went out earlier this year. It was decided to send out a reminder and the ballot with the newsletter in August.

## V. New Business

- a. **HOA Resident Concerns** - They did not attend the meeting.
- b. **Home Business Parking Issue** – A complaint came to the board about some home business parking issues on 32<sup>nd</sup> DR. N.E. DM gave the background on the previous boards position on home businesses. Anyone can have a home business but you can't have vehicles blocking driveways and coming in and out all day. CL will investigate the home business parking complaint and let the board know of his findings and if warranted letters will be sent out to the homes in violation by Brink.
- c. **Badminton Net behind Lot 28 in Common Area** – badminton net has been placed in art of the common area behind lot 28 and left up. While the CC&R's allow for temporary use of the common areas by HOA members leaving a net up for the summer is not temporary. RL from the board will contact the homeowner of Lot 28 and inform them that they cannot leave the net up in the common area.
- d. **Delinquent HOA Dues** – This was covered in the management firm report.
- e. **Additional new Business** – P.O. Box keys RL requested that ST to contact the former president and request the keys to the HOA PO Box.

**Motion to adjourn:** RL motioned to adjourn the meeting, the meeting was adjourned at 8:05 p.m.

## July 15<sup>th</sup> 2010 Board meeting Action Items

1. Brink to provide a profit and loss budget statement at future board meetings.
2. ST to contact Premier Landscaping and ask them not to dump lawn clippings next to RL's property.
3. RL will get a work party together to repair the retention pond fence and pull all the existing mulch away from the fence.
4. ST will send out letters to homeowners with landscaping violation fines notifying them of the board's decision to waive them in this one instance.
5. Brink to send out letters to the five homes with unpaid HOA dues from previous years, at this time Brink will also send out past due notices to anyone who has not paid their dues for this year. ST will contact DM on Monday the 19<sup>th</sup> of July to confirm that this is being done.
6. ST will also investigate all past due fines and late fees to determine what they were for and report back to the board.
7. CL will look into reactivating and updating the board e-mail address.
8. CL stated that he will fill in updating the website until a permanent volunteer is found.
9. RL will get a price on the gravel needed to grade the drive and organize a work party and get the job done.
10. ST will get the paint color code for the fence to RL.
11. ST will contact the county to find out where we are on the list to get the retention pond cleaned out.
12. RL The news letter is targeted to go out the first week in August, it will also include a notice on the open board seat and the amendment to the bylaws.
13. CL will make a list of the HOA items he got from Frank and send it to Brink
14. CL will update the wording in the Bylaws concerning the number of board seats to reflect the articles of incorporation and the membership vote this past March.
15. CL will investigate the home business parking complaint and let the board know of his findings and if warranted letters will be sent out to the homes in violation by Brink.
16. RL from the board will contact the homeowner of Lot 28 and inform them that they cannot leave the net up in the common area.
17. ST to contact the former president and request the keys to the HOA PO Box.