

**Chestnut Trails HOA
Board of Directors Meeting
Dec 16th 2010**

Members Present:

RL – Rick Long

DM – McGilvray

CL – Chris Lyon

CG – Carol Gilbert

Non-members Present

ST – Stephanie Thomas

Absent:

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A quorum was present and the meeting called to order at 6:05 p.m.

I. Preliminary

a. Review agenda:

The agenda was reviewed and approved by the board.

b. Approval of Nov 18th BOD minutes

The board minutes were reviewed. CG motioned to approve the minutes CL seconded, all agreed; the BOD approved the November minutes unanimously.

c. Action Item Review

Action Items:

1. RL to purchase paint for fence and organize work party to complete fence repair. **Deferred to warmer weather.**
2. CL to provide a format for financials to Dan for review and DM will adjust and discuss changes with ST. **In progress.**
3. RL to compile a directory from questionnaires and from May meeting and send it to HOA Board. **In progress**
4. CL will attempt to contact Ron when he sees him out in the neighborhood and provide him with the form needed to change ownership of domain for website to the current board. ST will send any info from invoices that may be

helpful to CL. **In progress, CL has been out of town for long periods. Will attempt contact again over winter break.**

5. CL will create a new board email through Comcast.net to allow homeowners to contact the board. **Will follow up with gmail account.**

6. RL to double check the CC&R's to see what the homeowner obligation is for tree maintenance along sidewalks.

7. RL to hand out Friendly Reminder for lot 33 and 30 regarding tree in front lawn overhanging sidewalk. **No reminders given. CL to talk to owner of lot 30 soon.**

8. Fall 2010 Newsletter RL to write and distribute Oct/Nov. RL to include in newsletter CC&R Amendment. vote info and open board seat. Also Neighborhood Directory Newsletter will include request for info from those interested in email updates. RL to include request to home owners to trim their sidewalk trees in order to help keep community costs down. **Draft is to be circulated this month for Winter newsletter.**

9. RL to go to PO Box and pick up mail, and close account. **Attempted, unable to open box at post office. Deferred to January due to seasonal rush at post office.**

10. ST to draft letters to the four lots owing over \$600 that they must pay by 12/31/10 or be taken to small claims court. **Sent on Dec 2**

11. ST to research at what bank second CD resides. **ST provided information to board regarding Wells Fargo option/better rate.**

II. Budget and Finance Report

The following statements have been internally prepared and reflect accrual accounting. Balance Sheet for November 30, 2010 The balance sheet shows the Association's financial position on the 30th of November this year. The checking account cash balance is \$22,145.17 plus \$10,201.97 in reserves plus \$9,467.97 in receivables for a total of \$41,815.11.

CG made a motion to accept the financial report and CL seconded, passed unanimously.

III. Management Report

A A couple of lots that have not paid annual dues are jeopardy of foreclosure. One response to letters for request of payment asked for reduction of fine. One time waiver granted to this lot.

B. Addressed parking issue with friendly reminders.

C. Late letters sent Dec 2 for lots owing more than \$600.

D. Current reserved account researched through Wells Fargo, and paperwork sent to BOD on Nov 22nd. Dan will review and make recommendation for actions.

IV ACC Report:

a. One lot requested to install a ramp due to physical disability. Plans were submitted and approved by ACC Committee, and the lot owner notified by ST.

V. Ongoing Business

a. Delinquent HOA dues -4 still owe multiple years of HOA dues. One of these is in foreclosure. 6 additional lots owe dues for one to two years. HOA will be short a large amount of funding this year and in the future if not addressed. Discussion regarding retaining legal services and/or pursuing small claims court for those who are delinquent. Also, liens will be placed on these lots if ST does not hear from lot owners in the next month.

b. Winter 2010 newsletter RL-draft to be emailed to BOD this week.

VI. New Business

a. 2011 Budget discussion – ST has sent a proposed budget for board review. Tabled review of budget until January when board can have more chance to review and comment. Discussed insurance premiums. ST can look for additional bids, and see what the possibilities are for lowering, however, notes that insurance carrier, Colbath, shops it periodically, and there was not a better option available last spring. Reserve status for maintaining elements that pertain to safety is not enough to adequately cover expenses. Suggests budgeted monthly reserve contribution.

b. Approach to parking enforcement will be clarified in the newsletter by RL.

c. ST observed that stairs at Playground (large metal structure) on lower 200th St are unlevel and of varying heights and should be addressed. Also drainage piping on playground at 201st Pl SE should be lowered or at least covered. Bark is also needed at all tot lots. Consider bringing a work party request to the Annual meeting to ask for volunteers and support for maintenance of tot lots, and fencing maintenance.

d. Arborist to be discussed at next BOD meeting for timeframe on when to reassess tree health in common areas.

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9. Remove PO Box from website. CG Go to Post office and determine status of PO Box. CG

10. Discuss at next BOD meeting the date that action for lien will be taken. Discuss updating prior liens also-All

11. ST to get two arborists quotes for greenbelt assessment, one for all common areas in the plat, and one for high traffic common areas such as playgrounds..

Motion to adjourn: RL motioned to adjourn the meeting, the meeting was adjourned at 7:12 p.m.