

**Chestnut Trails HOA
Board of Directors Meeting
January 20th 2011**

Members Present:

RL – Rick Long

DM – McGilvary

CL – Chris Lyon

CG – Carol Gilbert

Non-members Present

ST – Stephanie Thomas

Absent:

none

A quorum was present and the meeting called to order at 6:11 p.m.

I. Preliminary

a. Review agenda:

The agenda was reviewed and approved by the board.

b. Approval of Dec 16th BOD minutes

The board minutes were reviewed. RL motioned to approve the minutes CL seconded; all agreed; the BOD approved the December 2010 minutes unanimously.

c. Action Item Review

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. **Provided budget SS to Dan today. Dan will go through and make adjustments /additions/deletions as needed.**

3. RL to compile a directory from questionnaires and from May meeting and send it to HOA Board. **In progress**

4/5. 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. Continuing to attempt to meet with Ron Duncan, or will try to figure out another option. Gmail account is too expensive. CL will look at other options

6. RL to double check the CC&R's to see what the homeowner obligation is for tree maintenance along sidewalks. **Homeowners do need to keep up lawn strips and sidewalks for tree maintenance, etc.**

7. RL to hand out Friendly Reminder for lot 33 and 30 regarding tree in front lawn overhanging sidewalk. **CL spoke with lot 30 owner, and owner will trim trees in spring.**

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. **Template is built. RL to send out to all HOA board members to see who can help in writing each section.**

9. Remove PO Box from website. **CG Go to Post office and determine status of PO Box. CG. Has not gone yet, but will get key from RL and go next week.**

10. Discuss at next BOD meeting the date that action for lien will be taken. Discuss updating prior liens also. **DM to approach lot that faces a lien increase and notify in person of increase in lien. DM will then pursue lien and seek advice of attorney. ST to send final notice to 5 other lots regarding overdue dues with a response date of February 15th, noting that after that date, lien will be filed. ST to scan copy of current lien for the lot facing a lien increase to DM.**

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. Three quotes attempted. **Two received. \$1600.00 and \$1200.00 (the latter from the arborist who did the last assessment of the common areas). No one was willing to quote for high traffic areas only due to liability issues.**

II. Budget and Finance Report

The following statements have been internally prepared and reflect accrual accounting. Balance Sheet for date 12-31-2010

The balance sheet shows the Association's financial position on the 31st of December of 2010. The checking account cash balance is \$22,533.14 plus \$10,202.49 in reserves plus \$ 7980.83 in receivables for a total of \$ 40,716.46.

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

III. Management Report

A-Arborist reports- three quotes, one backed out entirely, #2 quoted \$1600.00, #3 quoted \$1200.00

B. Review of expenses: Lighting bill had gone up about 5%. ST has left a message with landscaper to confirm cost for coming year.

C ST continues to work on payment plans with lots that are responsive to the letters she sent.

IV ACC Report:

- a. No activity this month. No requests received.

V. Ongoing Business

- a. Motion to approve paying for arborist report @\$1200.00 through Robert Willams and Assoc. made by DM, second by CG, approved unanimously.
- b. Delinquent Homeowners Dues: ST to follow up with final notice letters to lots that did not respond to first letter. Liens to be filed if no response from lot owners.

VI. New Business

- a. Lien decision-Lot to face lien increase: lien to be increased and lot owner notified. Board agreed unanimously to send final notice to lots 5 delinquent lots regarding unpaid dues. Liens will be filed for these lots if no response is received by Feb. 15th.

VII Action Item Update. **CURRENT/ONGOING ACTIONS ITEMS:**

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9. ST to arrange for arborist Robert Williams to complete assessment ASAP.

Motion to adjourn: CG motioned to adjourn meeting; the meeting was adjourned at 6:56 p.m.