

**Chestnut Trails HOA
Board of Directors Meeting
March 4th 2011**

(Meeting for February held in early March due to scheduling conflicts.)

Members Present:

RL – Rick Long

DM – McGilvary

CG – Carol Gilbert

Non-members Present

ST – Stephanie Thomas

Absent:

CL- Chris Lyon

A quorum was present and the meeting called to order at 6:38 p.m.

I. Preliminary

a. Review agenda:

The agenda was reviewed and approved by the board.

b. Approval of January 2011 BOD minutes

The board minutes were reviewed. CG motioned to approve the minutes RL seconded all agreed; the BOD approved the January 2011 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. **Dan is reviewing, discussion deferred to next meeting where ST can be present.**

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. CL not present tonight to report status.**

6. 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. **Newsletter for Winter/Spring 2011 distributed on 2/20/2011.**
7. Remove PO Box from website. **CG Go to Post office and determine status of PO Box. Per post office, box is closed and any mail in it would have been sent return to sender months ago. Removed the HOA PO box from website everywhere, except for on the ACC request forms.**
8. Discuss at next BOD meeting the date that action for lien will be taken. Discuss updating prior liens also. **Lot 46 owner approached ST to propose payment plan. Adjustment of Lien unnecessary now that there is a payment plan approved by the board. Notices to all delinquent lots sent by ST.**
9. ST to arrange for arborist Robert Williams to complete assessment ASAP. Report completed. CG will post to website.

II. Budget and Finance Report

The following statements have been internally prepared and reflect accrual accounting.

Balance Sheet for date January 31st, 2011

The balance sheet shows the Association's financial position on the 31st of January this year. The checking account cash balance is \$20717.41 plus \$10,249.41 in reserves plus \$7629.27 in receivables for a total of \$38,596.09.

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

III. Management Report

ST not present, will review next meeting March 17th.

IV ACC Report:

No new requests received this month.

V. Ongoing Business

- a. Delinquent Homeowners Dues-see AI updates.
- b. Budget Discussion. Budget reviewed for anticipated changes. DM to continue review and discuss as a board next meeting.

VI. New Business

- a. Lien update plan: see AI updates.
- b. Arborist report: Report will be available online, RL to research finding and proposing an appropriate course of action.
- c. Mole Control at entrance-discussion. Approved current plan provided by current landscape contractor to remove moles with 5 traps up to \$250.00 total.

d. Annual meeting planning (In May 2011) tentatively set for May 19th from 7-9 PM. Location to be determined. DM will check into options for large space to seat our large group.

VII. CURRENT/ONGOING 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. **Dan is reviewing, discussion deferred to next meeting where ST can be present.**
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. CL not present tonight to report status.**
6. RL to adjust PDF forms for ACC requests, and provide to CG to replaced outdated forms on website that have old PO box on them.
7. ST to update 2011 budget sheet with 2010 actuals for next meeting.
8. DM will look for options for space large enough to hold the Annual meeting in May. Details of meeting deferred until next board meeting when ST can be present.
9. ST to arrange for arborist Robert Williams to complete assessment ASAP. Report completed. CG will post to website.
10. ST to contact landscape contractor and arrange for mole removal as approved.
11. RL to research and propose a follow up plan of action now that arborist report is received.
12. ST to obtain two quotes for repair to the tot lots (lower 200th PL, and 201 PL SE).
13. ST to provide information as possible as to whether it is possible for the HOA to obtain monies owed once lot 33 is sold by its new owner, REO NW.
14. ST to clarify for the board which lots are in or are pending bankruptcy status so that consideration of lien may be made as appropriate.
15. Board will review the status of unpaid dues for lots 13, 14, 56, 94, 98 and consider filing liens at next meeting.

Motion to adjourn: DM motioned to adjourn the meeting, the meeting was adjourned at 7:32 p.m.