

**Chestnut Trails HOA
Board of Directors Meeting
3-17-2011**

Members Present:

RL – Rick Long

DM – McGilvary

CG – Carol Gilbert

Non-members Present

ST – Stephanie Thomas

Absent:

CL- Chris Lyon-III

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 2/2011 BOD minutes

The board minutes were reviewed partially. Motion to approve the minutes postpone to future vote by email to provide adequate time for full review.

c. Action Item Review

1. RL to purchase paint for fence and organize work party to complete fence repair. **Deferred to warmer weather. Offer made by a homeowner to assist with staining fence at retention pond. Board accepts his help.**
2. CL to provide a format for financials to Dan for review and DM will adjust and discuss changes with ST. **Done.**
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 RL to adjust PDF forms for ACC requests, and provide to CG to replaced outdated forms on website that have old PO box on them. **Completed. CG to post to website.**
7. ST to update 2011 budget sheet with 2010 actuals for next meeting. **Completed. Provided hard copy to BOD. ST will send digital copy to BOD.**
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. **ST to call PRC to arrange for annual meeting on 5-17-11**
9. ST to arrange for arborist Robert Williams to complete assessment ASAP. Report completed. CG will post to website. **Report received, and posted to website.**
10. ST to contact landscape contractor and arrange for mole removal as approved. **ST emailed Joel on 3-15-11 to request work be completed.**
11. RL to research and propose a follow up plan of action now that arborist report is received. **Deferred due to short meeting cycle. Will readdress next meeting in April.**
12. ST to obtain two quotes for repair to the tot lots (lower 200th PL, and 201 PL SE). **In progress. Requests made, waiting for response from contractors.**
13. ST to provide information as possible as to whether it is possible for the HOA to obtain monies owed once lot that is bank owned is sold by its new owner, REO NW. **ST emailed REO NW twice to clarify. Hoping to get one year dues. Continue to pursue.**
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. **ST reports currently one lot in bankruptcy at this time.**
15. Board will review the status of unpaid dues for 5 lots and consider filing liens at next meeting. **ST reports that 4 of the 5 are all paid in full now. No response to letters sent by BOD from final lot. Foreclosure sale status unclear. ST to follow up if sells, to pursue partial/full payment from new owners if appropriate.**

II. Budget and Finance Report

The following statements have been internally prepared and reflect accrual accounting. Balance Sheet for date 2-28-2011

The balance sheet shows the Association's financial position on the date 2-28-2011 this year. The checking account cash balance is \$19617.38 plus \$10249.80 in reserves plus \$5301.00 in receivables for a total of \$35168.18.

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

III. Management Report-See Action Item Updates.

IV ACC Report:

No new requests received.

V. Ongoing Business

- a. Delinquent HOA dues: Addressed previously in action Items.

b. Budget Discussion: Addressed in Actions Items.

VI. New Business

a. Lien Plan Update ST to get info regarding possible trustee sale on 1 lot . BOD may file Lien if appropriate. No change on other Liens at this time. For a different lot that may sell, BOD to be available to release current lien quickly if sale should go through and lien is paid.

b. Arborist report/discussion. Association is responsible to be good stewards of the common areas. Executive session. ST to obtain bid for tree removal work from Blue Ribbon.

c. Agenda for Annual meeting. ST to draft annual meeting agenda and send to BOD for review. Notice to include suggesting that homeowners read the arborist report prior to annual meeting. RL to develop amendment cover sheet to explain the need to review this document. Due to past year's efforts in collection of dues, the BOD will follow strict policy for dues collection including filing liens. Special cases of financial hardship should contact ST directly.

VII Action Item Update. CURRENT/ONGOING ACTION ITEMS

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2. RL to develop amendment cover sheet to explain the need to review this document.
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. CG to post new forms for ACC requests to HOA website.
7. ST to send digital copy of budget sheet with actuals to BOD.
8. ST to call PRC to arrange for annual meeting on 5-17-11 .
9. ST to obtain bid for tree removal work from Blue Ribbon.
10. ST to contact landscape contractor and arrange for mole removal as approved. **ST emailed Joel on 3-15-11 to request work be completed.**
11. RL to research and propose a follow up plan of action now that arborist report is received. **Deferred due to short meeting cycle. Will readdress next meeting in April.**
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13. ST to provide information as possible as to whether it is possible for the HOA to obtain monies owed once bank owned is sold by its new owner, REO NW. **ST emailed REO NW twice to clarify. Hoping to get one year dues. Continue to pursue.**
14. ST to draft annual meeting agenda and send to BOD for review.

15. ST to follow up if lot with question of trustee sale sells, to pursue partial/full payment from new owners if possible/appropriate. RL to look at home for physical foreclosure notice at door.

Motion to adjourn: RL motioned to adjourn the meeting, the meeting was adjourned at 7:46 p.m.