

**Chestnut Trails HOA
Board of Directors Meeting
April 21, 2011**

Members Present:

RL – Rick Long

DM – McGilvary

CL- Chris Lyons, by phone

CG – Carol Gilbert

Non-members Present

ST – Stephanie Thomas

Absent:

A quorum was present and the meeting called to order at 6:41 p.m.

0. Review Agenda: The agenda was reviewed and approved by the board.

I. Consent Agenda

a. Approval of 3-11-11 BOD minutes

The board minutes were reviewed. RL motioned to approve the minutes CL seconded all agreed; the BOD approved the March 2011 minutes unanimously.

b. 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. Deferred to warmer weather.

2. RL to develop amendment cover sheet to explain the need to review this document. **In Progress.**

3. RL to compile a directory from questionnaires and from May meeting and send it to HOA Board. **Done for addresses currently available.**

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. **Chris has received no response to emails, made an attempt to meet in person, but Ron was nothome. Will make further attempt to meet with Ron in person. CL spoke to Frank Marino also, but Frank did not have information about website. CL will also try to**

get info from godaddy.com to see if there is a way to petition to have ownership of URL changed.

6. CG to post new forms for ACC requests to HOA website. **Done**

7. ST to send digital copy of budget sheet with actuals to BOD. **Done**

8. ST to call PRC to arrange for annual meeting on 5-17-11 . **Done**

9. ST to obtain bid for tree removal work from Blue Ribbon. **Done.**

10. ST to contact landscape contractor and arrange for mole removal as approved **Done.**

Mole removal work has been completed.

11. RL to research and propose a follow up plan of action now that arborist report is received. **Pending discussion. See also, New Business**

12. ST to obtain two quotes for repair to the tot lots (lower 200th PL, and 201 PL SE).

Done. Two bids received, board voted to accept bid from Premier Landscaping to replaced loose timbers. ST will follow up to request work be done.

13. ST to provide information as possible as to whether it is possible for the HOA to obtain monies owed once the bank owned lot is sold by its new owner, REO NW.

Continue to pursue. Limited response to emails. ST will look up lender and board may choose to contact bank directly based on that information.

14. ST to draft annual meeting agenda and send to BOD for review. **Done**

15. ST to follow up if a particular lot that is pending sale (which also has delinquent dues) sells, to pursue partial/full payment from new owners if possible/appropriate. RL to look at home for physical foreclosure notice at door. **No note seen as of yet.**

Stephanie reports that the tax records do not reflect a change of ownership. And wonders if trustee sale is stalled or canceled. ST will continue to check tax records periodically.

II. Budget and Finance Report

The following statements have been internally prepared and reflect accrual accounting. Balance Sheet for date March 31st, 2011. The balance sheet shows the Association's financial position on the 31st of March this year. The checking account cash balance is \$17,975.40 plus \$10,250.24 in reserves plus \$4,518.17 in receivables for a total of \$32,743.81.

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

III. Management Report

A Bid for trees received from Blue Ribbon. Amount is over \$9,000.00 to remove all trees that are recommended by arborist.

B Landscaping violation on Lot 34- lot still does not meet landscape standard. ST has sent at least 2 letters, and owner appears to disregard. ST to send another letter to offer to drop fine if lot is brought up to landscaping standard, and will send copy of original audit.

C Delinquent Dues: 2 lots have complied with payment plan. Another lot has missed March and April payments. Sent reminder in March. ST to send letter to remind lot owner of payment plan, and will not remove fine: will also request payment and let owner know that lien may be updated to current amount of delinquent dues.

IV ACC Report:

- a. No new requests, however, expect several paint requests as weather improves.

V. Ongoing Business

- a. 2011 Budget discussion-DM to polish up the Budget adding a line for replenishment of reserves and for tree removal, as this will be an ongoing maintenance issue.

- b. Arborist/Tree removal-Discussed tree report and discussed Position Paper that was drafted by previous board regarding the removal of trees. Board recognizes safety is an issue. Per arborist, the trees are dead and will come down. These dead trees require a crane to remove safely. Board discussed a plan to budget for removal of the five most hazardous trees to be removed in first year, as these trees are very close to a common pocket park and trail area. Subsequent removals will be addressed in future meeting.

- c. Annual Meeting planning: ST will put together mailer once she receives budget and cover sheet regarding trees and amendment. DM and RL to provide these to ST by 4-25-11.

VI. New Business

None

VII Action Item Update. CURRENT/ONGOING ACTION ITEMS

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. Deferred to warmer weather.
2. RL to develop amendment cover sheet to explain the need to review this document. In Progress.
3. ST to send another letter to lot 34, this time to offer to drop fine if lot is brought up to landscaping standard, and will send copy of original audit.
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. CL will make further attempt to meet with Ron in person. CL will also try to get info from godaddy.com to see if there is a way to petition to have ownership of URL changed.
6. DM and RL to provide Budget and Cover letter to ST by 4-25-11.
7. ST will send letter to homeowner with delinquent dues to request payment of delinquent dues.

8. ST will put together mailer once she receives budget and cover sheet regarding trees and amendment.
9. RL to research and propose a follow up plan of action now that arborist report is received. Pending discussion. See also, New Business
10. ST will follow up to request work be done by premier to fix timbers in Tot Lots.
11. 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 will look up lender and board may choose to contact bank directly based on that information.
12. ST to follow up if the other lot that is possible trustee sale should sell, to pursue partial/full payment from new owners if possible/appropriate. ST will continue to check tax records periodically.

Motion to adjourn: CG motioned to adjourn the meeting, the meeting was adjourned at 8:00 p.m.