

**Chestnut Trails HOA  
Board of Directors Meeting  
October 20<sup>th</sup>, 2011**

**Members Present:**

CL – Chris Lyon, Vice President

CG - Carol Gilbert, Secretary

CM - Cindy Monson, Treasurer

**Non-members Present**

none

**Absent:**

Rick Long, President

Pratibha Bachal, Asst. Secy

Stephanie Thomas, Property Manager-ill

A quorum was present and the meeting called to order at 6:35 p.m.

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

**1. Consent Agenda**

**a. Approval of September 29<sup>th</sup> BOD minutes**

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

**b. Action Item Review**

8. Action Item Update. CURRENT/ONGOING ACTION ITEMS (from September meeting)

1. RL will establish a draft of the process for contacting property manager and board. With goal of refining the process and posting on the website for homeowner informational purposes. (In Progress).
2. ST in process of attempting to get as much of dues from bank as possible that are past due on lot that has had recent trustee sale. No change. In progress.
3. RL and CL to make personal contact with developer (at east side of community) and discuss concern regarding fence and notice for future work that involves using the easement. Official letter from property manager to follow if necessary.

- In Progress. Board is reviewing paperwork submitted by Mr. Sebranke for completion of fence work and other easement issues. In progress.
4. Lot 1: RL to ask for access to trees on a regular basis so that landscaper can safely trim. ST will contact Premier to instruct them to begin including this area in current landscaping service.-Permission received from Lot owner, ST in process of contacting Premier. In progress. Appears to be having this work completed, CM will follow with Lot 1 owner to confirm.
  5. RL will draft Fall newsletter and include recommendations as noted previously in these minutes. Board recommends getting additional help for newsletter to expedite. CM and CG will look for volunteers.

## **2. Budget and Finance Report**

The following statements have been internally prepared and reflect accrual accounting. Balance Sheet for September 30, 2011.

The balance sheet shows the Association's financial position on the 30<sup>th</sup> of September this year. The checking account cash balance is \$ 38,775,76 plus \$10,266.36 in reserves plus \$ 7,719,64 in receivables for a total of \$56,761.76.

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

## **3. Management Report- No report as PM is ill.**

### **4. Complaints:**

No complaints offered by community this month

### **5. ACC Report:**

- a. Lot 48 was approved for additional lighting on exterior, and lot 71 had some additional pavers installed in landscaping approved.

## **6. Ongoing Business**

a. update on dues paid/ delinquent and follow up/plan-See Action item #2 below.

b. Tree update-Authorize tree removal bill payment.

CL made a motion to pay the Tree removal contractor the agreed upon amount as work was completed per their contract. CG seconded. Motion carried unanimously.

- c. Sebranke project/Park Ridge fence at east end of community  
Board will not sign paperwork at this time as it contains binding legal language that goes beyond what CTHA needed to be done as far as fence

repair. The board is happy with the fencework as completed. BOD will not sign current form from Sebranke as submitted.

**7. New Business**

a. Impact of new reserves study and action plan

CL and CM read the study, and it appears to them that our community is not impacted, as we have not hit the reserve level necessary (75% of budget) for our HOA to need to revise its budget timeline.

**8. Next Meeting**

November 17<sup>th</sup>, BOD meeting 6:30 PM

**9. Action Item Update. CURRENT/ONGOING ACTION ITEMS**

1. ST to clarify why the 0-30 column and 30-60 columns are not relieving the accounts receivable columns on her Aged Receivables Summary.
2. ST to please send reminder letter to those who have not paid this years dues. Also, BOD requests more info at next BOD meeting regarding 2 lots that are greater than one year delinquent.
3. ST to pay tree removal bill.
4. RL will establish a draft of the process for contacting property manager and board. With goal of refining the process and posting on the website for homeowner informational purposes. (In Progress).
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8. RL will draft Fall newsletter and include recommendations as noted previously in these minutes. Board recommends getting additional help for newsletter to expedite. CM and CG will look for volunteers to help with this task.

**Motion to adjourn:** CG motioned to adjourn the meeting, the meeting was adjourned at 7:30 p.m.

