

**Chestnut Trails HOA
Board of Directors Meeting
3-15-12**

Members Present:

RL – Rick Long , President
CG – Carol Gilbert, Secretary
PB - Pratibha Bachal Assistant Secretary
CM - Cindy Monson, Treasurer

Non-members Present

ST – Stephanie Thomas

Absent:

Chris Lyon

A quorum was present and the meeting called to order at 6:43 p.m.

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

1. Consent Agenda

a. Approval of February 16th minutes BOD minutes

The board minutes were reviewed. CM motioned to approve the minutes PB seconded all agreed; the BOD approved the February minutes unanimously.

b. Action Item Review

1. CM 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. CM will take over producing draft of newsletter and produce a draft for BOD review. –ongoing. Discussed details with board members present and draft will be compiled by CM for board review. Once approved, will be placed on prominently on HOA website and in newsletter. RL to follow up to compiling newsletter. Ongoing. **–DONE will finalize and resubmit**
2. RL to pick up a suitable box at office supply store to be placed at 32nd ave mailbox for HOA newsletter distribution. Ongoing. **Done**

3. Friendly reminder to one neighbor for trash cans left out front ongoing, and an FYI to clean up leaves as they will kill their grass. Refer to website for CCR's-RL to follow up. To be addressed this week.-**DONE**
4. CM will update website, removing out of date info, and updating as needed. Will add link to describe property manager's role in our community and post contract for member reference.-**Difficulty accessing website. Will follow up with CG and/or CL to rectify.**
5. All BOD members will review contract assessment recovery (previously supplied by ST via email) for discussion at March BOD meeting. **DONE**
6. Rick will write cover letter for the annual meeting mailing. **Deemed unnecessary, as no amendments are proposed for this meeting.**
7. RL to compile annual meeting agenda. **Amendments submitted, BOD approved changes and ST will send out packets to homeowners. DONE**
8. All BOD members to review draft budget for discussion at March meeting-**DONE**

2. Budget and Finance Report

The following statements have been internally prepared and reflect accrual accounting. Balance Sheet for date 2/29/2012.

The balance sheet shows the Association's financial position on the 29th of February this year. The checking account cash balance is \$ 28,292.84 plus \$ 10,268.12 in reserves plus \$ 3,592.24 in receivables for a total of \$ 42,153.20.

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

3. Management Report

A. Assessment recovery- BOD discussed- will look into using an attorney instead based on review of information. Mr. Cromwell recommended by ST based on his demonstration of knowledge of the law regarding HOA's. ST to email board with Cromwell's information, and any other

B. Reserve fund: updating signatures for account.

C. One lot, previously set up to make payments ,is not adhering to payment plan

4. Complaints:

a. concern raised regarding tree removal- ACC report.

b. one complaint regarding parking on the street from resident (Curio)

complained that Lot 80 has been parking car on the street over the last several weeks. ST explained the limit of the HOA's oversight in this area and offered option of homeowner calling the County Sheriff to follow up.

5. ACC Report

a. received a tree removal request (Lot 87) from homeowner property-board discussed concern raised by neighbor(Lot 86) that trees were being taken down in the green belt area south of 201 PL SE. ACC approved removal of trees on owners property via email immediately prior to the tree removal (within hours of work being done). ST to let complainant know the results of her review of the situation.

6. Ongoing Business

a. Reserve study discussed. CM made a motion to approve conducting a reserve study per estimate previously obtained by ST for \$1630.00. CG seconded. Motion passed unanimously. Budget proposed to be proposed at annual meeting will include cost to cover this study.

b. Approve annual meeting minutes meeting materials. BOD approved with minor changes.

c Newsletter-to be distributed 3-16-2012

d. Review of proposed budget. Amendments made, Rick to finalize, review by BOD via email, and provide to ST with budget when ready to mail to owners as part of the Annual meeting packet.

7. New Business

a. None

8. Annual meeting April 19th, 7:00 PM Park Ridge Community Church

VII Action Item Update. CURRENT/ONGOING ACTION ITEMS

1. RL to finalize amendments to proposed budget and provide to St to include in homeowner mailing for annual meeting.
2. CM to finalize process for contacting the property manager based on BOD feedback, and resubmit to BOD for approval. CM will then post to website.
3. CM will update website, removing out of date info, and updating as needed. Will add link to describe property manager's role in our community and post contract for member reference.-**Difficulty accessing website. Will follow up with CG and/or CL to rectify.**
4. ST to email board with Cromwell's information.
5. ST to let complainant know the results of her review of the situation regarding tree removal at 3030 201st Pl.

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