

**Chestnut Trails HOA  
Board of Directors Meeting  
July 28, 2021**

**Members Present:**

BA – Bob Austin  
JF - Julia Foster  
LL - Linda LaFave

**Non-members Present:** AP -Amanda Pelch - Brink Property Management

**Absent:** NA

A quorum was present and the meeting called to order at 6:08pm

**0. Review Agenda:** No Agenda provided.

**1. Consent Agenda**

**A. Approval of 06-16-21 minutes**

The board minutes were reviewed. The BOD approved the June 16, 2021 minutes.

**2. Budget and Finance Report:**

The following statements have been internally prepared and reflect accrual accounting. Balance Sheet for July 28, 2021. The balance sheet shows the Association's financial position on June 30, 2021.

The checking account cash balance is \$33,794.08 plus \$46,189.11 in reserves plus \$12,761.49 in receivables for a total of \$92,744.68.

**3. Management Report**

**A.** Review of AR Delinquent accounts – Amanda will contact past due accounts

**4. Complaints:**

**A.** None

**5. ACC Report:**

**A.** None

**6. Old/Ongoing Business:**

- A. Start to use the existing portal, SH to send BOD members log-in information-  
**Per Stephanie Thomas, BOD needs to contact Vanessa to get log in info.**
- B. SH to provide WUCIOA link showing No quorum needed, 0 late fees, evictions, liens & have added to website – **Changed to Linda**
- C. Reserve funds review needed – **Amanda Pending**
- D. Different process for tree inspection and removal – **Amanda Pending**
- E. Who signed for 2019 & 2020 taxes? **Amanda Pending**
- F. Draft email/letter to all Owners that Annual Dues are due 8-1-2021. –  
**Completed**
- G. Send ACC violation letter to 3232 201<sup>st</sup> Place SE for Christmas lights still being up. – **Completed**
- H. Verify where Board's ACC & Violation requests were sent? Possibly still in Stephanie Hamilton's email? – **Amanda Pending**
- I. Notify landscaper to start handling 34<sup>th</sup> Ave cul-de-sac - **Amanda Pending**
- J. Contact Arborist to do a tree assessment. – **Amanda Pending**
- K. Catch basin – status of cleaning – **Amanda Pending**

**7. New Business:**

- A. Brink to provide copy of reminder email for past due dues – **Amanda**
- B. Board requests Brink account manager do drive through of neighborhood each month. - **Amanda**

**Motion to adjourn:** Meeting was adjourned at 7:18pm

Next meeting: **08-25-21**