

Minutes by Samantha Gwin

Board: Jennifer Breece, John McKelvey, Michelle Buchanan, Rochelle Mitz and Jason Purinton

Signature: Samantha Gwin

Meeting was called to order at 6:33 pm.

First order of business was approval of minutes from February 16th 2012 and March 8th 2012. **Motion: John McKelvey made a motion to approve as submitted, Jason Purinton seconded. Minutes approved unanimously.**

Managers Report:

Sam Gwin asked for any questions related to the manager's report or delinquency report. There were no questions.

Financials

Michelle discussed February's financial report. As of February the 29th the association had \$25,844.10 in their operating account and \$315,369.28 in their reserve account. The final payment for Arrow Foundation in the amount of \$75,935 was paid on March 7th. After this payment it leaves \$239,434.28 in the reserve account. Jennifer advised that there is currently four buildings with roof repairs that need to be made totaling apx \$15,000. Because of the large repair that needed to be done to building 30 it was decided that repairs that are causing leaks would be done immediately and the repairs not causing leaks would be postponed until later in the summer when more funds are available. The Board agrees that they would like the roofing company to do a full inspection on the roofs by the next Board meeting. They would like the roofing company to do a presentation at the next Board meeting to describe the issues with the properties roofs. Sam explained that the association is currently \$12, 827 ahead of budget as of the date of the meeting but with the \$15,000 in needed roof repairs if they were all done at one time it would put the property in the hole. Jennifer explained that for the property to stay FHA approved for home purchases a minimum of 10% of the annual income must be added to the reserve account. This increased the amount that was originally budgeted for by \$4,919 a month. The extra amount was taken from the contingency and other repair categories. The main difference is now these funds will reflect in the reserve account instead of the operating account.

Landscape Committee

Michelle advised that the landscape committee had met on March 13th and walked the grounds and building 18. Michelle was happy to report that the landscaping is going to cost less then expected due to the fact that 6 spruce trees did not have to be removed. The Committee will be meeting with Epic on March 20th. Michelle will be discussing mulch issues as well as drainage concerns.

Old Business

Jennifer advised that building 18 was complete and final payment had been made. Sam advised the Board that she did the final walk through with the engineer and Epic and the engineer did provide a final approval document for payment.

Jennifer discussed the Lock out option that Leslie had found. The Metropolitan uses a company by the name of Pop a Lock. They charge \$65 for a lock out after 10pm. During the day the office can purchase a lock box to keep keys in, for owners that want to have an option to have their key kept at the office in case of a lock out during business hours. A waiver would need to be signed by each owner wanting to keep a key at the office and only the owner will be able to pick up his or her key. The owner will have to present a picture ID when their key is picked up. **Motion: John moved to approve the purchase of a lock box for the office to keep keys in. He also approved to have management post the phone number for Pop a Lock for the owners to be able to call for after hour's service at no liability to the association. Jason seconds the motion. Motion was approved unanimously.**

Jennifer advised that there are still concerns from owners on not having a package service. She would like management to supply the Board with the information that was reviewed by the last Board and they will discuss this at the next Board meeting after reviewing the information that will be provided.

Jennifer discussed the need to reevaluate fines and start having management be firm on fining owners that are not complying with the rules and regulations. Management advised that they would like specific direction from the Board on the fines to assess for certain issues and approval to send out letters as needed. The Board agreed that they would get together and put in writing a firm fine structure for violations.

Jason advised that last Tuesday the trash was blown all over the property because people failed to tie their bags before putting them out for pick up. The Board agreed that this would be a violation that is part of the fine structure. Once the fine structure is in place a letter will be sent out to all owners as their official 1st warning. After the letter goes out anyone found in violation will automatically get a fine.

New Business

Jennifer advised that the special assessment vote passed on March 8th 2012. The assessment will be billed to each owners account on May 1st. The assessment will be able to be paid in 12 installments if needed. If the full amount is not paid in full by April 30th 2013 a lien will be placed on the home that is delinquent.

Jennifer advised that Leslie gave her two weeks notice. She has taken another position.

Open Forum

Ken Patrick-Wanted to know the specifics of the roof repairs. Sam advised that she found an email from Cynthia to the city a few years ago advising that the roofers found that the wrong type of roofing material was put on the roof and why would the inspector pass the roof when the wrong materials were used. The city's response was to contact an attorney they would not be doing anything more on the roofs. Sam advised that the roofs were checked for storm damage last summer after all of the storms and it was verified by the roofing company that there was no storm damage. Ken recommended that ice barriers be installed when new roofs were done.

Linda South- Advised that the Board should look at the current fine structure and the fines listed in the Dec's and Bylaws before making any changes. The Board has the right to change fines listed in the rules and regulations but cannot change the fines specified in the governing documents. An example would be delinquent assessment fines that are already specified in the governing documents. When the letter goes out to the owners the Board could use the wording from those documents.

15D- This owner advised that storage bins are not supposed to be kept on the patios or decks. Jason advised that the Board had just discussed these types of issues with Rochelle who is head of the ARC Committee and she advised that the Committee would be meeting in the next couple weeks.

Meeting adjourned 7:47 PM