

**TC HOA Board Meeting
February 21, 2008 (6:15 – 8:30 pm)**

Participants: John Clock, Cynthia Selder, Gayle Voyles, Judy Brewster, Ken Patrick, Rochelle Mitz, and Jennifer Nearing. Landon Clark, Representative from Epic, shared options for flowers this spring.

Financials Report: John Clock shared that total income was \$5,068 *more than anticipated*, while administrative expenses were \$79 *over budget* since Accounting had been paid \$850 for copies and postage for fourth quarter. Service Contracts' Expenses were \$8,106 *under budget* and Repairs and Maintenance Expenses were \$417 *under budget*. Utilities were \$4,803 *under budget* and Taxes and Insurance expenses were \$955 *under budget*. Miscellaneous expenses were \$180 *under budget*. **In summary**, total expenses were \$14,237 less than anticipated and net income was budgeted at a loss of \$33,335, but was actually a loss of \$14,030.

CDs – Contingency Plan – We want to be advised before the CD becomes mature. John shared that the board has a CD that will become mature on March 22nd. However, the rates change daily so John wasn't sure how having advance notice would help. He explained that the bank sends a notice to accounting, which is then given to him, and then to us. Ken shared that he wanted to check some alternative places to do comparison shopping for the best rate. The value of the CD Heart #501082 (3/08) was \$27,317.35. Judy asked Ken to consider extending the CD to a longer time frame, past 2009.

Pond Dredging- John shared that he had received bids from Jim Kidwell Construction Corp. and Pyramid Excavation & Construction, Inc. (who has done it before). John explained that Ken had suggested building a retaining wall in the water that would be 50 – 75 feet from where the creek runs into the pond and the water hits is. So, these new bids reflected the additional expenses of building the wall. This would cause a large percentage of debris to fall to the ground, which would mean the HOA would have a smaller area to dredge in the future. This would require the HOA to spend more money now, in order to save money down the road.

- Jim Kidwell – best bid from a dollar standpoint: \$79,100 to pump out the lake-valued at \$7,500; muck out silt to uniform 3 ft. depth; haul off silt (3,800 cubic yards of silt); haul material out through the parking lot for \$79,100. An additional \$3,950 would be charged to restore the area to its original condition (loading area) and \$10,800 to install two rip rap silt check dams in outflow area. Kidwell says the pond is 6 feet deep and then you hit bedrock.
- Pyramid's bid was about \$10,000 more, but they would muck out the silt to 4 to 5 feet of silt, which is estimated to be about 2900 cubic yards of silt.

**Pyramid \$15,000 to build the wall
TOTAL: \$113,000 would go down further**

**Kidwell - \$10,800 to build the wall
TOTAL: \$93,850**

John highlighted additional differences in the two bids.

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Pyramid's wall was 12 ft wide at base/4 ft. wide at the top (top of wall to be below the water level), while Kidwell's idea was to build two smaller walls (one 5 to 6 ft. away from the other wall).

Both contractors are willing to provide references and will come out and meet with the board. John is assuming we will want them to do this. Judy – we were pretty much together that we do not want to touch the reserves. Initially, told winter is the best time of year to do this. However, once dredged it would look ugly longer – until water fills the pond. John, thinks if not winter then probably August would be the best plan.

John – initially thought there was an urgency to do this during the winter, but has found that not to be the case. Jim Kidwell Construction is doing much work behind Crate and Barrell.

Judy – When we present this issue to homeowners we will explain that *everyone* will help pay for the pond dredging. Not everyone uses the tennis court, pool, doggy stations, etc., but it is a common area expense. The board discussed different options: take money from reserves and then assess homeowners to put the money back into reserves. We could adjust the budget to where HOA is paying some of the expense before assessing the homeowners. Ken stated that probably a rough estimate of average expense to homeowner would be around \$300 per unit. John Clock stated that the HOA could do a mid-year dues increase. Ken's theory on the dues is that we should make it a policy that the dues increase annually to match the change in the cost of living. Gayle thought that was a reasonable approach since dues are used to pay expenses which have been increasing annually.

Signature card – The bank require a drivers license and social security number; Ken will go to the bank (Heartland Bank) to give them his social security number; Cynthia will coordinate with The Tiehen Accounting people. Ken will then let Judy know when everything has been taken care of.

Seal Coating – Last meeting's discussion was to complete all of the repairs at once and then seal coat. We could do a pretty good portion of the complex, but not all while staying within the budget.

Judy – If done all at once, how long would parking areas be not available to homeowners? John shared that the workers would be on the property for two-three weeks and be done instead of having a mess in April and another mess in the fall.

The board voted to approve to do as much of the repairs and seal coating while staying in the budget all at one time.

Treadmill replacement – E-mail vote approved: The treadmill – will be delivered tomorrow. Party in March was approved via e-mail, too.

Landscape Contract and Landscape Services– Landon

Flowers are built into the contract. \$4,000 for flowers; pots, last year – new tree in island, planted roses and replaced them \$2,000 and then planted the rest of the flowers. This year didn't take out the other \$2,000. Could expand the beds, get new pots, and/or change to different type of plants. Landon likes the annuals; they make the property pop. Cynthia shared that we currently have 10 pots and the board stated they want them all done alike. Landon will re-measure the beds.

Options discussed: Long island: tall perennial (full length and middle) and then colorful flowers around the edges. Types of flowers to choose from: vinca, tulips, cone flowers, sweet potato vine, coleus, tall purple, and petunias, flowering onion plants. Red, green, light green (down the street – looks nice). Rachel will email the board photos, names of plants that go together and range of prices. landon_s_clark@yahoo.com The board will then let Landon know what they want as soon as possible. Rachel can put some irrigation in the pots. We need to pick colors – Elephant ears on the end, or centerpiece.

New Mailbox – Only leave packages in the two new boxes on Saturday deliveries, because as people travel if they didn't come back the boxes wouldn't be available for Saturday deliveries. The board discussed whether two more boxes should be ordered and approved ordering two more sets of boxes after Ken and Cynthia measure and determine the best size for meeting usual weekend deliveries.

Delinquency Report – Jennifer Clark is foreclosing. Lien on Gary Zimmerman; Mr. Whitlock's financial plan is working. Loretta Davison and Bobby Kramer both have liens. The board decided Loretta needs to be turned over to the attorney for the 30 day demand letter; then next step would be to file a lawsuit if the balance is not paid. [How do we want to handle recording this discussion – privacy issues when Minutes are posted?](#)

Cynthia's Report –

Volunteer Posting – Cynthia will email the latest version to board members on Friday, Feb. 22, 2008. Grounds Committee – representatives from several areas of the property. Pool committee – help to assure pool problems are quickly addressed. Social Committee – quarterly newsletter and parties. Architectural Standards Committee – review homeowner requests for changes on exterior of units. The Board will approve once they see the final wording of the posting, via email.

Resident Complaint: Once a complaint is made the office makes a phone call to inform the homeowner, then a letter with a fine is sent.

A homeowner with a cat has a cat door (from unit to garage door) and occasionally has her garage door open a little with the cat being able to run free. Now it goes up to another homeowner's window and agitates that homeowner's two cats.

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Complaint on Monday; another letter with an additional \$100 fine. It has been reported that the cat continues to be running free (fifth complaint). She says it is not her fault that the cat gets out and what proof does the HOA have that it is indeed her cat; there is another similar looking cat running wild. The board discussed the situation and decided that Cynthia will meet with the homeowner and take a picture of the cats. Whenever future complaints are made homeowner will be asked to provide proof that it is the homeowner in question's cat. The board also decided if the homeowner agrees to have her cats photographed that the board will waive the latest fine, but she owes the previous fines.

15G Complains of homeowners in her building slamming doors. The board felt that these incidents were really only one person's word against another.

Trash Dumpster – Spring Clean Up – March 28th, 29th, and 30th Cynthia will post the notice so homeowners have plenty of time to prepare for it.

Budgeted Items Report – Cynthia is keeping this list current and the TC HOA Report of Issues and Actions – Cynthia will e-mail the work day before. It was also decided that the chart should keep listings for one month after they have been completed.

March Italian Party Poster will be posted on Monday.

Window Tinting – budgeted for February; received 4 bids, but now need another bid for replacement window. Also has a bid for tinting the back door. One company says that the light tint we approved won't do any good. So, now the board believes the window replacement needs to be done and then go back to curtains or blinds. After discussing various options and reviewing the company's sample tint specifications, the Board decided to spend money on the window tinting, but to try setting the room up differently so homeowners face the fireplace instead of the windows. **Clubhouse Window Tint Bids – door, south window and west window \$395.70 and has a ten year warranty. The board approved Precision Tint's bid.** Bids: Half Moon Replacement A & T Glass \$611.80 with 5 year warranty on fogging; 1 year on leaks. Columbia Glass – same guy and price; Santa Fe Glass -\$899. The board approved the A & T Glass Bid and hope that they might be able to have the windows completed by March 21st.

March 21st – Next Quarterly Meeting. Gayle announced that someone else would need to take the minutes since she would be out of the country at that time.

Office Issue: When Cynthia can't be here can the message for office phone be changed by remote? The office phone will roll over to the Tiehen Management Company. Cynthia said she has two homeowner volunteers (Jori Church and Carolyn McKelvey) willing to volunteer their services between 5:00 – 6:00 whenever Cynthia is ill so homeowners will have the opportunity to pick up packages that have been delivered.

Website: Ken said everything should be up and ready before the March 21st Meeting. David Phillips will be called this coming week and given the information he needs to

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access the website to post new documents. David will then teach Cynthia how to get everything posted. Judy asked Cynthia to be sure to complete the calendar.

Letter to Howard – The board discussed whether Judy’s draft letter needed any revisions. After reviewing the draft letter board members agreed that President Brewster should email the letter to Howard. Judy will contact the homeowners impacted by the possible foundation issue to give them an update on where the board is on dealing with this issue.

The meeting was adjourned at 8:30 PM.