

## Tomahawk Creek HOA Board Meeting

Meeting Minutes

**APPROVED:**

<b>Meeting Date/Time</b>	<b>September 25, 2014 at 6:00 PM</b>
<b>Meeting Location</b>	<b>Tomahawk Creek Clubhouse</b>
<b>Board Member Attendees</b>	<b>Gayle Gordon, President Jennifer Breece, Vice President Patricia Sinclair, Secretary Absent: Jennifer Nearing, Member at Large, Co-Secretary Karie Younger, Treasurer</b>
<b>Tiehen Attendees</b>	<b>Tim Rellihan and Michelle Swartz Absent: Jim Tiehen</b>

### AGENDA TOPICS

- **President's Report**
  - **Approval of August 27, 2014 Meeting Minutes**
  - **Guest Speaker: John Johnston of Roofing Solutions**
- **Treasurer's Report**
  - **Delinquency Report**
- **Tiehen Management Report**
  - **Roof Update**
  - **Bid Discussion**
  - **Carport Update**
  - **Phone Log Maintenance**
- **Committee Reports**
- **Old Business**
- **New Business**

Gayle Gordon, President, opened the meeting at 6:00 PM by welcoming everyone present. She explained that we have two board members who could not be in attendance: Jennifer Nearing and Karie Younger.

### **President's Report**

Gayle Gordon asked the Board if there were any questions on the minutes of the August 27, 2014 meeting. There were no questions and Jennifer Breece made a motion to approve and Gale seconded the motion. **A vote by the board unanimously approved the minutes of the August 27, 2014 meeting as submitted.**

## **Guest Speaker**

President Gayle introduced John Johnston of Roofing Solutions. John provided an update on the status of the roofing project. He was an observer on the project on a daily basis for the first few weeks of the project and appeared at various times of the day to check on the work being performed to insure that we are getting the high quality of construction that we expect. Early in the project, there were issues found and Roofing Solutions worked with Bordner to have these things corrected. There are currently four crews working on the roofing. Residents present at the meeting made favorable comments about the quality of the work they have observed. Two of the buildings are final and signed off. Five buildings were final yesterday. Roofing Solutions has provided Bordner with a punch list of a few items. They are also working with Bordner on an issue with the soffits. Construction is slightly behind schedule, but they are making good progress. Jennifer Breece stated that she wants the work checked near the chimneys. John Johnston stated there were issues that have been brought up Bordner's attention. Gayle Gordon also stated there were potential construction issues near the chimneys. One of the residents also stated that he believes there to be issues with the installation of some of the tiles on certain buildings. John Johnston stated that he would make a note on this and talk to Bordner.

## **Treasurer's Report**

Tim Rellihan provided the Treasurer's Report. For the year-to-date budget through August, we had a total cash accounts balance of \$739,667.91; net income of \$55,144.78 for the month, and a favorable net income year-to-date of \$137,494.

Tim gave the Delinquency Report. He stated that the status of our delinquencies continues to improve. There was a discussion about a foreclosure. We have liens against 3 units. And we have recovered some funds.

## **Tiehen Management Report**

The damaged carport was discussed. Tim Rellihan reported that material for the carport repairs should be coming in this week. This is getting closer to completion.

## **Bid Discussion**

Tim Rellihan presented a summary of bids on work to be performed, along with the Tiehen Group recommendations. They are as follows:

Irrigation system – Replace three valves and one main line. The recommended bid to complete this work is from Epic for a price of \$1,015. Jennifer Breece stated that she is not ok with the bid for this work. She requested two other bids.

Asphalt – Calvert is the recommended bidder to do asphalt work by the tennis court and other areas. The bid is for \$50,026. Jennifer Breece asked if this price included the sealant, and, if not, wants to know the additional cost. Tim indicated that he would provide additional information.

Concrete – Walsh Construction is the recommended bidder at a cost of \$33,000 to replace/repair the curbs and sidewalks that are in the worst condition. Tim stated that with the specifications we have developed for this work and to obtain a good product, some firms do not want to bid on this job. The concrete work will only take two to three days to complete. However, it will be a challenge to coordinate the concrete work in with the siding and roofing projects. It is anticipated that the siding work will begin the second week of October. The estimated complete date is 60 days after the project begins.

Exercise Equipment – The treadmill in the exercise room that gets the most use has been broken for almost a year. The recommended treadmill to replace the equipment is a commercial grade Precor TRM 835 Commercial grade treadmill at a cost of \$5,800.

### **Phone Log Maintenance Report**

One of the most common issues this month was owners not picking up their dog's poop. Also, when they pick it up they are not properly disposing of the poop in the dog stations. Some residents are leaving it outside their units in the flower beds or other locations and neighbors are complaining. Residents need to be reminded that pet waste not properly placed in the dog disposal stations are violating our rules.

### **Committee Reports**

#### **Architectural Report**

Rochelle Mitz, Chair of the Architectural Standards Committee report, could not be present at tonight's meeting. This committee had a public meeting in August to obtain feedback from the residents. There was good attendance and participation at this meeting and revisions to our Rules and Regulations have been considered and presented to the Board of Directors. President Gayle stated that the Board will make sure that our Rules and Regulation align with the Kansas state statutes.

One item discussed at prior meetings was the approved door knobs and the proper style and color. There will be no requirement to replace knobs until they need to be replaced. However, when they do need to be replaced, the Rules and Regulations will specify Kwik Set Nickel knobs that have a life-time warranty. ***Patricia Sinclair made a motion to approve the Kwik Set knobs; Jennifer Breece seconded the motion; and the Board unanimously approved.***

#### **Landscaping Committee**

The Chair of the Landscaping Committee was present at the meeting and asked when we were going to replace the damaged boxwoods. It is believed by some that the damage to these plants was caused by salt applications last winter. Due to all the construction going on in the complex, it had been decided to delay putting in new plants.

It was mentioned that the landscaping contract is out for bid.

## **Social Committee**

Gayle Gordon, President, thanked those who attended the pool party for dogs. There were treats for humans as well as the dogs and the party was a success.

The next event being planned is the Halloween Pet Parade scheduled for Saturday, October 25. Gayle has asked Daphne to handle this event. Volunteers are welcome to help with the event and several residents volunteered to do so.

## **Nominating Committee Report**

Brad gave the report from the Nominating Committee. He stated that they held three meetings for residents who might have interest in serving on the Board of Directors. Darline Terrell has expressed her interest and will be running for one of the open seats on the Board.

The annual meeting will be held on November 13, 2014. Candidate information must be mailed out 21 days prior to the meeting.

## **Covenants Committee**

There was no report from the Covenants Committee.

## **OLD BUSINESS**

Tim Rellihan gave an update on the correction of the water drainage issue on Unit 11L. Units J and K are also involved to the extent that the construction to repair the drainage problem runs past these units. Prior to this repair, the water did not drain away from the building properly and would sit there and freeze in the winter.

## **NEW BUSINESS**

Rim Rellihan reported that we are looking at the exterior lighting for the complex. We can no longer find parts for our old lighting. The material has turned brittle and subject to breakage. One of the more important reasons for replacing the lighting is that we need to convert the lights to LED. This will result in energy savings as well as enhance the appearance of the complex. The cost to replace all exterior lights will be \$1,700 per building. The timing of this change needs to be in conjunction with the new siding installation. Vice-President, Jennifer Breece asked where the money will come from for this project.

President, Gayle Gordon said that the Board has looked at all the numbers to determine what it will take to protect the investment in our property. She said we have decided that a 10% increase will be needed (based on square footage). We have a lot of capital improvement projects going on and need this increase to maintain our property. One resident who was present at the meeting asked if 10% would be enough. Gayle responded that we have a very diverse population among our residents and we are very aware of that fact when we increase HOA dues. **On September 25, 2014 the Board of Directors voted to approve the 10% increase.**

## **ADJOURNMENT**

President Gayle adjourned the meeting at 7:47 PM.

*Minutes taken by Patricia Sinclair*