

## Apple Glen Townhome Association, Inc

### BOARD OF DIRECTORS MEETING

**February 10, 2016**

A Board of Directors meeting of the Apple Glen Townhome Association, Inc. was held on February 10, 2016 at Pam Whittington's Residence.

**Present from the Board of Directors were:** Pamela Whittington, President; Lisa Richards, Secretary; Connie Foreman, Member

**Guests present were:** None

### CALL TO ORDER

The meeting was called to order by Pam Whittington, President, at 7:06pm, Mountain Time.

### ESTABLISHMENT OF QUORUM

With three of the three board members present a quorum was met.

### PROOF OF NOTICE OF BOARD OF DIRECTORS MEETING

**Notice of the meeting was distributed to owners via email on February 4, 2016.**

### APPOINTMENT OF RECORDING SECRETARY

Pam Whittington appointed Lisa Richards as Recording Secretary.

### APPROVAL OF AGENDA

- **A motion was made by Lisa Richards to approve the agenda as presented. The motion was seconded by Pam Whittington and unanimously carried.**

### FINANCIAL UPDATE

#### *2015 Financial Update & Reserve Update*

The December 31, 2015 operating income statement total \$45,137 vs a budget of \$47,560 which resulted in a \$2,423 operating surplus. Reserve contribution funding totaled \$7,440 which was in line with budget.

- **A motion was made by Pam Whittington to transfer the 2015 operating surplus of \$2,423 to the reserve account. The motion was seconded by Connie Foreman and unanimously carried.**

Note the January 2016 financial statements had not been distributed or ready prior to the Board meeting. The first quarter 2016 financial statements will be reviewed during the next Board meeting.

Overall, the board discussed that the operating budget is tight this year since the contributions to reserves increased significantly for 2016. Decisions for spend outside of the contemplated operating budget will need to be discussed to ensure if there is an overage on a line item that there will be operating savings on another line item to keep within budget. Some maintenance line items might need to be reviewed.

### MAINTENANCE UPDATE

*Irrigation Repair & Lawn Care Service* – Pam plans on clearing the sprinkler heads and testing the sprinkler system herself this spring. Pam would like to use a different irrigation and lawn care service company due to the high hourly rate and inconsistent variable billing from the current company. The irrigation repair would be inclusive of part replacement and labor. She is looking into other companies

besides Gopher Irrigation for this work and will be in touch with the Board to review proposals and make a decision of what company to move forward with.

*Tree Trimming* – There is some potential tree trimming that needs to be complete on the weeping willow tree in the apple orchard. This will be evaluated during the spring and summer with contemplation if there is room in the budget for a spend such as this.

*Fall Cleanup Project*- the fall 2015 leaf and fall cleanup by ownership was a success and saved the association over a couple of grand.

*Other* – The owner of 846 C unit has reached out to the Board as the grass in front of the unit was soggy during the last part of the summer of 2015 into the fall before the snow fell. It was suggested that the drainage line be camera' d to see if there are any tree roots that have grown into any sewage or drainage lines and identify the issue(s).

### **OWNER COMMUNICATION**

A letter was received by most all owners from a tenant who wrote a letter apologizing for not shoveling her sidewalk which she was unaware was her responsibility. The Board discussed that there have been some upset owners in regards to snow shoveling and parking violations. They discussed the overall approach to these issues. The Board wants to keep unity with ownership and will be mindful of their approach on these issues. Hiring a third party for sidewalk shoveling will be reviewed during the 2017 budget cycle. Due to budget constraints in the past this has not been budgeted.

### **NEW BUSINESS**

- The Board is in the midst of updating the collection policy and notices. After having the current 2013 approved collection policy and letters reviewed by legal counsel it was recommended that all documents be updated for an array of reasons. The Board will work with legal counsel in updating and will approve during a future meeting.
- The next Board meeting will be scheduled at a later date.

### **ADJOURNMENT**

**There being no further business to discuss, a motion was made by Pam Whittington to adjourn the meeting. The motion was seconded by Lisa Richards and unanimously carried. The meeting ended at 7:57pm.**