

June 1, 2014

## Apple Glen HOA – Annual Meeting

4:00pm – Glenwood Suites

The meeting was called to order at 4:20pm by Pamela Whittington

Homeowners in Attendance:

- 1 Debbi Cerri
- 2 Gibb Kentz
- 3 Maria & Francisco Contreras
- 4 Pamela Whittington
- 5 Kim Doose
- 6 Ana Santiago
- 7 Karla Richards & Larry Raymond
- 8 Chris Kennedy
- 9 Rob DiAmbrosio
- 10 Connie Foreman

Proxies:

- 1 Jo & John Palmer
- 2 Caroline Duell
- 3 Rhonda Piccola
- 4 Anne Jolley (Lynette Lacerda present with proxy)
- 5 Richard Voorhees (Bonnie Steele present w/proxy)

– and Lindsay Jewell, HOA Manager

**NOTE:** We have a total of 24 units in the HOA. Majority Vote of 75% is (17) members.

A Quorum was not established. Article III, Section 4.

**1. Board Members were introduced:** Pamela Whittington, President / Gibb Kentz, Director

**2. 2013 Annual Meeting Minutes -**

The minutes were made available prior to the meeting for review. There were no changes noted, and all members present unanimously approved the minutes as written.

**3. Maintenance and Repairs –**

• Repairs completed in 2014 before the Annual Meeting were:

- 1) Water leak in basement of 834B – repairs made to French drain (cost \$1,000 - \$1,300)
- 2) Electrical Box lattice covers replaced / 3 front porch replacements / 3 front porch posts to be replaced / one small upper level beam to be replaced – (cost \$2,300)
- 3) Roof & gutter repairs - (cost \$1,400)

• Repairs still needed

- 1) Concrete cracks and steps (will ask for bids)
- 2) Tree trimming and removal of dead branches and 3 dead trees on Donegan Road (will ask for bids). Pamela Whittington provided photos of trees and concerns of liability and injury. Lynette Lacerda suggested using High Rise Tree Care. Homeowners agreed that trees need to be taken care of this summer.
- 3) Parking lot repairs and resurfacing (bids obtained were \$4,100 to \$7,800)
- 4) Garage door frames – peeling / may consider aluminum clad framing?
- 5) Garage doors – need rubber weather seal at bottom replaced to prevent damage

# Apple Glen HOA – Annual Meeting

4:00pm – Glenwood Suites (continued)

## **3. Maintenance and Repairs** (continued) -

- 6) Townhomes will need to be repainted in the future
- 7) Latches for electrical box covers – Rob DiAmbrosio stated the wind is causing the removable sides to hit against the structure causing noise, and wants to have latches applied.

Bonnie Steele (830C) stated she still has a leak in her flue that comes into the gas fireplace unit. Lindsay will call Duncan Roofing to check on this.

## **4. Financial Review** –

Pamela Whittington reviewed the anticipated Operating Expenses for the 2014/2015 year compared to the repairs needing to be completed now. She also provided all homeowners with a 5-year history of the operating expenses for reference, and reminded owners of the large expense of the buildings to be repainted in the future we need to prepare for.

### Supplemental Assessment –

Pamela Whittington mentioned an assessment is recommended to complete the most urgent repairs needed (sidewalks / tree trimming / parking lot). There was discussion and the members suggested a \$200.00 assessment would be reasonable. Rob DiAmbrosio asked if we did not spend all the money (\$4,800) where would the balance go. Lindsay Jewell stated any balance would remain in the Operating Account for continued maintenance repairs. The members asked to obtain bids first before determining the Supplemental Assessment needed.

### HOA Dues/Delinquencies –

Lindsay Jewell informed owners that they have very few delinquencies and those homeowners who are delinquent are working well with their payment plans to get caught up. We have a great group of involved owners who stay on top of their dues.

### Adoption of 2014 Budget –

- Pamela Whittington reviewed budget and asked for feedback and questions. Larry Raymond asked why the snow removed cost doubled for the coming year. Lindsay Jewell said that it is an estimated amount if there is a harsh winter season. Pamela Whittington stated if this money was not all used, then it would be applied to other maintenance areas.
- Kim Doose and Connie Foreman are concerned that Gophers is plowing Red Valley Rd at our expense. Lindsay Jewell will look into this matter. Another homeowner stated she was told the City does not own that street and/or will not plow it.
- Bonnie Steele would like Lindsay to ask Gopher to dump the excess snow on the grass and not her landscape bushes.
- If a quorum were present, Debbie Cerri moved to accept the 2014 budget. Bonnie Steele 2<sup>nd</sup>. Motion was carried. The 2014 Budget was approved and accepted as written.

# Apple Glen HOA – Annual Meeting

4:00pm – Glenwood Suites (continued)

## **5. Election of Board of Directors –**

We currently have (2) two board members (Pamela Whittington, President and Gibb Kentz, Director) and would like to have three. Kim Doose expressed interest in the position, and all homeowners in attendance and by proxy voted to have Kim as a Board Member. Lindsay will check Covenants and By Laws if ballots could be sent to owners who were not in attendance to obtain a two-thirds vote on Kim's addition to the board.

## **6. New Business –**

- a) Dumpster – Chris Kennedy would like to get rid of the current dumpster we have. The lock on it is difficult to operate. Lindsay Jewell will call MRI to see if we can get a different type of dumpster.
- b) Electrical use for Maintenance – Debbi Cerri would like to mention that going forward on all maintenance projects the contractors should have a home owners approval prior to using their electricity if it is needed on any common area maintenance.
- c) Porch Post Painting – It was discussed that each owner paint their own front porch with paint provided by the HOA. Some owners did not want to paint their own. Gibb Kentz suggested having a handyman do all the front porch posts. All homeowners agreed.
- d) Electrical Box covers - Owners all expressed they want the wood framing to be painted the brown color like the porch posts for a better appearance.
- e) Pamela Whittington stated that the garage doors are an HOA responsibility. She noted that the weather strip at the bottom of some garage doors needed to be replaced to prevent water damage. She also noted the interior overhead door opener is the home owners' responsibility for repair and maintenance.

## **6. Old Business –**

- a) There was discussion reminding owners of the updated Covenants and Rules and Regulations.
- b) A fire evacuation plan was discussed with the Fire Department. There was no specific plan suggested other than a common sense approach. Pamela Whittington suggested having a fire extinguisher near the kitchen as well as one upstairs for fire prevention.
- c) There was further discussion of putting some of the Reserve Money in a CD. All owners present stated they do not want to do this.
- d) Dryer vents – there was not a majority of owners who responded to a request if they wanted a company to clean their dryer vents for a lower cost. Some unit owners had their own vents cleaned.

Apple Glen HOA – Annual Meeting  
June 1, 2014 4:00pm – Glenwood Suites (continued)

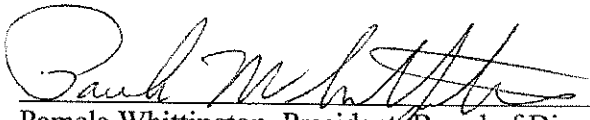
There being no further business to come before this meeting, Pamela Whittington motioned to adjourn at 5:40pm. Lynette Lacerda 2<sup>nd</sup> the motion. Meeting was adjourned.

Bray Property Management

  
\_\_\_\_\_  
Lindsay Jewell, HOA Manager

Approved:

Apple Glen Townhomes Association, Inc.

  
\_\_\_\_\_  
Pamela Whittington, President, Board of Directors