

Apple Glen Townhome Association, Inc

BOARD OF DIRECTORS MEETING

June 29th, 2015

A Board of Directors meeting of the Apple Glen Townhome Association, Inc. was held on June 29th, 2015 at Pam Whittington's Residence.

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

Guests present were: None

CALL TO ORDER

The meeting was called to order by Pam Whittington, President, at 6:36pm, Mountain Time.

ESTABLISHMENT OF QUORUM

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

PROOF OF NOTICE OF BOARD OF DIRECTORS MEETING

- **A motion was made by Lisa Richards to waive notice of the meeting. The motion was seconded by Pam Whittington and unanimously carried and notice was there by waived.**

APPOINTMENT OF RECORDING SECRETARY

Pam Whittington appointed Lisa Richards as Recording Secretary.

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS BOARD OF DIRECTORS MEETING MINUTES

The Board reviewed the June 7, 2015 Annual Meeting Minutes for revisions which will be distributed to Lindsey for next owners meeting approval.

There were no previous Board meeting minutes for approval as the last meeting minutes were approved by the previous Board via email.

BOARD OF DIRECTORS

Kim Doose resigned from the Board. Per the bylaws "Vacancies in the executive Board, caused by any reason other than the removal of a Director by a vote of unit owners, shall be filled by the remaining directors. Each Person so appointed shall be a Director for the remainder of the term of the Director so replaced"

- **Lisa Richards made a motion to appoint Connie Foreman to replace Kim Doose as a Board director for the remaining of Kim Doose Term ending June 2017. Pam Whittington Seconded the motion and the motion was unanimously carried**

- **Lisa Richards made a motion for the respective Board seats to be approved:**
President: Pam Whittington
Secretary: Lisa Richards
Board Member: Connie Foreman
The motion was seconded by Pam Whittington and unanimously carried

DUES INCREASE

The Board recognizes that ownership approved the 2015 Board Approved Budget resulting in a slight dues increase for both two and three bedroom units. The dues increase is effective July 1st, 2015 and ownership was noticed of the increase via a mailed letter.

FINANCIAL AUDIT

It was discussed that the Association has had no outside audit done since inception; however, Bray & CO has internal controls to separate duties. A CPA firm does the annual tax return. Due to the high cost of an annual audit the Board decided not to proceed with an outside audit at this time. Lisa Richards as a CPA and Board member will look into the financial health of the association. Bank account signors and overall review is necessary with the new Board members.

RESERVE STUDY UPDATE

Lisa Richards provided a reserve update. Robert Wilder from Armstrong Consulting was in the area who does all of Timbers Resorts association reserve studies. A proposal was given and approved by the Board to move forward with an updated study with Armstrong Consulting. The final study will be shared at the next owners meeting in November. The study will also be taken into consideration during the 2016 budgeting process regarding funding amounts to the reserves.

BYLAWS UPDATE

Norm Helwig of Norman R. Helwig Law was contacted by Lisa Richards regarding the bylaws amendment regarding the annual meeting date that was voted on during the June 7, 2015 annual meeting. After a quote was estimated around \$300 the Board proceeded. The Resolution is waiting a few changes by Lisa & Pam and will then be executed and filed away in the association governance files of the association.

PARKING LOT REPAIRS

Pam Whittington provided an update on the parking lot repair project to be completed in September of 2015. She had the bid updated with all warranty information included. A deposit of 25% was sent to the vendor to confirm the job and lock in the date to be completed.

The Church of Christ pastor confirmed owners could park in the church parking lot while the parking lot repair is being completed so long as it is not on a Sunday.

IRRIGATION REPAIRS

A homeowner of the association has reached out to the Board to offer to take care of the irrigation system who is experienced in this field to help reduce cost to the Association.

- **Pam Whittington made a motion to continue the conversation with the homeowner to take care of small irrigation issues such as regular sprinkler checks to save on costs with Gofer irrigation but continue to use Gofer for the major work and system checks due to their expertise of the system. The motion was seconded by Connie Foreman and unanimously carried.**

TRASH BIN – ORCHARD HOUSE NEW OWNERS

Pam Whittington gave an update that there are new homeowners in the orchard house. A letter from Lindsay was sent to the new owners to ensure that they secure their own trash removal as the dumpsters located on our property are for unit owners only.

Cameras around the trash bins were discussed; however, two of the three board members were against the idea of putting up cameras around our common spaces.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Monday October 19th, 2015 will be the next Board meeting. The Board will discuss, review and approve the 2016 proposed budget and prepare the ownership packet that will be sent to ownership.

Sunday November 8th, 2015 will be the next owners meeting.

Unit 830B owner is requesting Board approval on a For Sale banner to be placed on the back door of the unit as the current location under the rules and regulations in the window is being blocked by the large tree branches.

- **A motion was made by Lisa Richards to approve the placement of the For Sale sign on the back door of 830B, but not a banner. The motion was seconded by Connie Foreman and unanimously carried.**

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 7:35pm.