

# Apple Glen Townhome Association, Inc

## **BOARD OF DIRECTORS MEETING**

**May 11, 2016**

A Board of Directors meeting of the Apple Glen Townhome Association, Inc. was held on May 11, 2016 at the Glenwood Community Center Meeting Space.

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

**Guests present were:** David & Elsie owners of 830-D arrived at 7:24pm

## **CALL TO ORDER**

The meeting was called to order by Pam Whittington, President, at 7:00pm, 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 Board meeting was distributed via mail & email to owners on April 25, 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.**

## **APPROVAL OF PRIOR MEETING MINUTES**

- **A motion was made by Lisa Richards to approve the October 16, 2015 meeting minutes as presented. The motion was seconded by Connie Foreman and unanimously carried.**
- **A motion was made by Lisa Richards to approve the February 10, 2016 meeting minutes as presented. The motion was seconded by Connie Foreman and unanimously carried.**

## **FINANCIAL UPDATE**

### *2016 1<sup>st</sup> quarter Financial Update*

The Board discussed first quarter financial performance. Collections have been positive and total income has been higher than budget due to additional collection from delinquent accounts. Expenses through the first quarter have been in line with budget. However, a common area maintenance drainage project in front of 834 B has been complete and total expenses for this project have not been paid as of 3/31/16. This was an unplanned expenditure for the association; however, the association is still expecting to be in line with operating expenses for the year. The reserve contribution year to date is ahead of budget due to the operating surplus from 2015 of \$2,424 that was approved by the Board to contribute and move to reserves during the February 10, 2016 meeting.

#### *Delinquent Update*

There is currently one delinquent owner and the board is working with the owner finalizing a payment plan.

#### *Updated Collection Policy & Procedures*

The Board reviewed the proposed updated collection policy & procedures that legal counsel provided. In addition, proposed letters to match the collection timeline was also reviewed. The updated policy encompasses shortening the collection timeline, ensuring proper payment plan language per CCIOA provisions and implementing an additional late payment fee on delinquent accounts of \$25/month.

- **A motion was made by Pam Whittington to approve the collection policy and letters as presented. The motion was seconded by Connie Foreman and unanimously carried.**

The Board will work with Bray in coordinating proper communication with ownership on the updated collection policy in the coming weeks.

#### **MAINTENANCE UPDATE**

*Irrigation Repair & Lawn Care Contracts* – The Board discussed irrigation & lawn care services as a follow up from the February meeting. Gopher Irrigation & Landscaping was the previous year's company to service both the irrigation and landscaping. The services from Gopher have not been up to par with the level of pricing that has been billed. The Board received new bids on irrigation and landscaping services for 2016.

- **A motion was made by Pam Whittington to approve and move forward with Spruce it up for Lawn care services for the Spring/Summer/Fall 2016 season. The motion was seconded by Connie Foreman and unanimously carried.**
- **A motion was made by Lisa Richards to approve and move forward with Big Timber for irrigation services for the Spring/Summer/Fall 2016 season. The motion was seconded by Connie Foreman and unanimously carried.**

Pam will be involved with these services during the season.

#### *Common Area Drainage Deficiency Update*

The common drainage deficiency in front of 834 B due diligence through legal and engineering work was complete during the month of March. In addition, the final work to fix the area was contracted and completed by the middle of April. Final communication with the new owner of 834 B was sent on April 25, 2016. All formalized communication on this matter has been filed in the associations records.

#### *Common Area Bark Replacement*

The Board discussed during budget season of last year for 2016 of replacing the bark in the common areas around the complex. Although this was discussed and originally budgeted, the board decided not to move forward with the project for 2016 due to the unexpected maintenance items that have come up during the first part of the year. Owners are welcomed to replace bark if they so choose this year. This will be reevaluated again for 2017.

#### *836C Soggy Grass Follow Up*

The valve box needs to be repaired to then evaluate the situation.

### **REQUIRED POLICY STATEMENT DISCUSSION**

There are 9 Policy's per CCIOA that associations must have in place which include:

1. Collections – Complete & In Place
2. Conflict of Interest
3. Conduct of Meetings
4. Enforcement of Covenants & Rules
5. Record Inspection & Copying
6. Investment of Reserves
7. Adoption of Policies
8. Disputes between the Association & Unit Owners
9. Reserve Studies/Reserve Funding

Because Apple Glen only has one of the nine currently in place. The legal budget has been spent for 2016 and the Board will work on a quote with counsel to ensure this is budgeted and executed during the beginning of 2017.

### **NEW BUSINESS**

- Lindsay from Bray sent information to ownership requesting additional information about the owner or tenant which included items such as vehicle information, pets etc. There hasn't been much response on this. The Board determined that it's not necessary to send an update or continue to follow up on this matter.
- The next Board meeting will be determined 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 Connie Foreman and unanimously carried. The meeting ended at 8:04pm.**