

Recodo Del Rio Board of Directors Meeting Minutes
February 27th , 2013 Unit #17

Time: 6:30- 800pm

Board Attendees: Terry Richardson – President, Jim Sadlon, Bruce Buehling, Secretary- Lisa Harris, Treasurer – Judy O’Neal and Guest – Jim C. from Unit 28.

Terry Richardson opened the meeting.

As Jim C could only spend a few minutes with use, he was allowed to voice his concerns. Jim mentioned one area of concern is the snow removal on rocks near mailboxes – making walking on them dangerous. Need to secure or eliminate. The Board discussed options, such as cementing them in the spring, or removing one or more and installing a planter to keep folks from using this “step”.

2012 Records Review:

Judy submitted detailed reporting of all checks, deposits, and expenditures. Findings were most all invoices and payments were properly recorded

Reviewed the procedures and efficiency of Bookkeepers records, and all over, things were neat and in order. This is a definite improvement from years past. A few invoices were not signed and dated without back up invoice and two signatures. Examples were monthly insurance bills and utility bills. We can and will do better in this regard in the future.

No problems were found with the records review. The books are in order.

Treasurer’s Recommendations:

1. a second party “oversight person” is needed to reconcile bank statements.
2. No cash transactions including no “cash back” from deposits and received no cash payments for monthly dues.
3. Every check written on the HOA checking account requires two signatures and every bill received must show approval (OK to Pay) by an authorized Board member.
4. There should be a “blanket authorization” letter prepared by the board, and two of the Board members should sign this letter allowing the Treasurer to prepare checks for recurring monthly bills – limited to utilities and insurance bills.

5. A Board member should approve any charge or waiver of late fees and interest – as well as authorize other charges to owners such as clean-up or tree trimming charges. The CCRs and Bylaws must be referenced and used as a guide in both scenarios.

Judy recommended that Bruce to help "oversee" and open the monthly bank statements and reconcile checks each month. In this process three Board members and Officers would then be involved in the process, and the check and balance system would be in place. After some discussion, a motion was made by Bruce to accept records review findings and seconded by Jim. The motion carried.

In regards to the check and balance process Bruce made a motion to accept July's recommendations. Jim seconded the motion and it passed.

Following this motion, Terry made a motion to have Bruce oversee monthly bank statements and review checks. Motion seconded by Jim and it passed.

Shed Inventory

The HOA needs to have an inventory of of the HOA's property kept in the shed, for both insurance reasons and to determine turn over of materials and tools. Jim agreed to take pictures and assist in conducting the inventory with Bruce.

Administrative Assistant

Board reviewed a list of 19 payable administrative assistant tasks previously identified by the HAO attorney Amy Huf. The Board agrees that too much work is being put on the President under our current structure, and the Board agrees to hire an Administrative Assistant going forward. The Board will check with two HOA management companies to get estimate of cost of those services.

Budget Update:

Some overages in spending occurred in 2012. The majority was related to repairing the fence in the dog park, and tow repair thw irrigation line leak in front of units #42 & 43. Specific areas overspent included building painting and staining, bookkeeping, legal fees, general common area maintenance and upkeep.

Bookkeeping was budgeted at \$ 15.00 per hour in 2011, but was increased to \$20.00 in 2012 by the Board. This is a more reasonable rate of pay considering hourly charges have risen to \$35.00 per hour in the community.

Due to a surplus in the Operating Budget the overages were taken from the operating budget, and no monies had to be transferred from the capital improvement or emergency budgets. Our Operating budget has a balance of ~\$20,000 at this time.

Judy's recommendation was to review/revise 2013 budget and to have Treasurer to prepare quarterly comparisons of actual expenditures vs. budget for review by board. No changes to the budget were made.

Terry proposed putting drains in the pavement where the ice accumulates every winter to alleviate the problem for homeowners and snow removal in front of units #30 – 35. Additional work is needed for landscaping and fence repair, replacement or removal at the pocket park by unit 14.

Internal Rate of pay for 2013

The Board reaffirmed that the internal rate of pay remain at \$20.00 per hour thru August of 2013 and continue to fund Capital Expenditure fund and Emergency fund accounts going forward. A motion was made by Bruce and seconded by Jim. The motion carried.

Other items discussed included:

Need to put flyers on doors in HOA informing all occupants in units of the parking problem/enforcement; the pet rules and regulations are being implemented; and that the new single stream recycling was now in effect.

Need for web updating and possible new web site as our web master has not replied to recent e-mail messages and the website is not being maintained properly.

Legal Updates:

Settlement with the last of our former board members/officers for non-payment of dues was resolved in small claims court. The HOA received a \$500.00 settlement check. This ends all outstanding legal action for past non-payment of dues.

Document Destruction per Policies and Procedures: Terry pointed out boxes of old documents that are now obsolete for the board to go thru and destroy.

Pet Rule Enforcement

For all tenants that have cats – they are to be kept indoors and dogs are to be on leash and attended in the HOA. The dog park is an off-leash area.

Property Line Infringement

Discussion of fencing – private area fence vs. general common area fence – question of what area of the fence is our responsibility and which is the pre-school's. A requirement for the HOA to maintain the common fence between our properties is not shown in plat maps and no documentation has been located in regards to the fence. Terry not sure how this will be determined until the school moves.

Next meeting is to be held possibly in June. Need to find people to volunteer for board. Terry is leaving/ moving so the position for president will be vacant. Possible options would also be hiring an outside HOA property manager. Lisa is to get back to Terry with referral.

New Business:

Should HOA charge for transfer fee for sale of units – \$100.00-\$150.00? This topic was previously discussed and approved. Cost will be based on amount of work and time involved.

Some of town homes have had problems with their upstairs sky tubes (.ie.. skylights). They are considered windows and therefore they are the homeowners responsibility to pay. Bruce mentioned that the framing is part of the HOA's responsibility. Terry is going to double check with Amy to determine where replacement or repair responsibility falls.

Meeting adjourned at 8pm by Terry.

Submitted by Lisa Harris, Secretary, Recodo del Rio HOA