

1.15.2015 – Graystone Board of Directors Meeting

In Attendance: Amy, Rick, Clay, Nicole, Linda, Steve, Leone, and Matt (minutes)

7:12: The meeting was called officially to order with homeowners in attendance asked to speak. Julie Van Klooster of Building M104 stated that they were new to the complex and part time folks. They are working on a large remodel; when drywall was being hung, furniture placed temporarily out in the breezeway was stolen. They lost two chairs and electric fireplaces on December 23rd. Amy asked whether they filed it with insurance; Julie said that it wasn't financially valuable. Nicole asked whether neighbors knew it was temporary and not up for grabs. Julie replied that neighbors knew, and was concerned because of the size of the items. The thefts happened during the day. Something to consider given that Rick is in the know for these types of things. Julie brought it up to remind neighborhood of vigilance so that people don't get into the habit of leaving personal items out in the open or unlocked and end up with theft.

7:24: Clay asked about installation of security cameras. Rick replied that you can't let anyone in the complex know that there is a security camera, because if someone was hurt then the community might have to deal with liability. There is also the issue of cost and maintenance. Clay replied that prices are coming down and that with quality improving, the neighborhood could cover entrances and exits with license plates because of way-finding which might at least identify suspect vehicles. Amy brought up concerns over pricing but thinks the HOA should consider it.

Action Item: Clay to research and present on pricing of security options for next meeting.

7:28: Amy reviews the December meeting, and asks that pre-meeting notes be removed.

Corrections were also pointed out:

- Rick is listed twice; please remove one of the references
- Audrey is listed as "Arlene", and she lives in T157
- Rick asked that the language surrounding checking account and companies be clarified: it should read that the balance transfer was from Chase to Heritage West and that delinquencies would be reviewed during the Executive meeting.
- Steve is misidentified as meeting with the attorney; Steve Ingelby is our attorney and he met with the city to iron out any potential changes.
- Regarding carports, Linda pointed out that the carports facing Building U – need to switch those listed from "East" to "West."
- Leone remarked that the notes currently report that Rick will have the fence repainted by the maintenance area; he is still waiting on costs from Steve to determine whether or not to move forward.
- When the HOA meeting adjourns, the minutes should reflect 1) the ending of the HOA meeting and 2) the beginning of the Executive Session as a clean break.
 - **Clay moved to approve the minutes with the above amendments and changed. Leone seconded the motion. The motion was unanimously approved with no abstentions.**

7:35: Amy provided a brief review of the Executive Session. Sarah Behrens has resigned from the HOA, so the group met to discuss possible replacements, and will meet again after the HOA general meeting to further discuss potential next steps.

7:37: Steve and Rick then presented the financial statements for November and December.

- The check register provides transactions by date for utilities. Payments and deposits were reviewed, as was the 100K transfer from the prior meeting and a line item on landscaping.
- The balance sheet, checking, savings and reserve accounts were reviewed. Steve then reviewed the Profit and Loss statement, remarking that it is under-budget for maintenance fees; Rick replied that this is potentially because of budget utilizing estimates of fees based on full occupancy of the complex. Leone asked that in the future it be listed as opposed to a budgeted line item; Clay agreed in that it is not guaranteed income. Rick agreed that it creates an unnecessary variance, and that in the future it should be considered during the budgeting process (July 1 for fiscal year).
- Steve provided a brief overview of income and expenses, and the general ledger showing payments of obligations and transaction record.
- The HOA Board reviewed the checks as written, and financials were considered reviewed and approved by those present.

7:53: Rick reviewed his general list of updates:

- Building N improvement is ongoing. Nicole reported that the carport between 109 and 110 has a serious leak that needs to be addressed
- Rick reported that all approved actions have been completed except for building T carport roof. Billing has been submitted.
- Building M has had some issues this summer with water leaks, and the crew is working on solutions.
- Building K had a sewage problem. Rotor Rooter came out to fix. The following day when the issue repeated and they came out to root it out, they cleaned one of the storage areas but broke the cap on the area so there was another flood. Rick is working on the billing because of their mistake. The cap has been replaced to ensure that it was no longer a problem.
 - On drains with serious issues, in the spring, maintenance has called Rotor-Rooter to come out to clean pipes in advance as opposed to after the fact. Rick argues that it might be better to be cautious and do some preventative maintenance. Clay asked whether they can be sealed proactive; Rick replied that it was a continuing problem because even protective coating can be penetrated by tree roots.

8:05: Rick moved on to an update on action reports and has created a mockup. He is working on further revisions. Car owners have been notified about either moving cars that haven't been moved (see prior meeting notes) or the process they will have to engage in with the board.

- Rick provided an update on lockers and dryer vent. He has an MOU that is signed with separate books for separate buildings. Rick will set up with other lockers as well with times that residents can fill out new paperwork to issue new keys. Rick also has worked through summer issues; all actions are completed /filed expect for four residents' doors.
- RE: Crawlspace and basements, maintenance is working through the list. Each building has its own compliance list with shutoff valve locations, shape of pipes, and maps showing where fixes have happened. Rick has given residents three months from notice about venting, etc. The question is raised as to whether to give folks until May or June to comply; Amy replied that June seemed appropriate.

8:17: Steve then spoke about the declaration. Amy remarked that the cost of the application has been paid for. Rick is to check to ensure that there are no additional bills coming. Amy remarked that the City should respond within a week; the application should not require a public hearing, but she asked whether there was a need for a blanket title report on the entire property?

Action Item: Rick to determine whether any additional bills are being submitted.

Action Item: Steve to send Plat Map and determine if additional title reports are expected.

8:21: Amy then moved to conversations about the website. The web address has been renewed for another two years; Amy is to be reimbursed for the renewal. She then asked about the specifications for windows.

- Steve has photos, with a lot of variations. There is a significant mix of different types of windows and asked that with such a mix, from this point forward is there a standard? Nicole replied that as long as they are almond and installed appropriately that should be the standard, but no crank windows. So the standard should be to ensure they are the right color and slider. Should this be added to the rules? Rick said that it should be included in the next newsletter; Nicole agreed and asked that it be put on the website as well.

Action Item: Steve to draft rules on home improvements as they relate to the color and types of windows and doors. Home numbers should stay the same and not be replaced; if they are replaced they should be brass. Rick will go through each building to ensure compliance.

- Amy asked about satellite and cable company issues for installation. Rick asked that those policies be included in newsletters and also on the website.

Action Item: Steve to draft up policies on satellite and cable compliance.

- Amy asked about the designated smoking areas and whether some of those areas need to move. Also an issue of enforcement.

Action Item: Rick to send Amy a smoking "map" after changes are determined for dissemination to the neighborhood.

- Nicole asked about how to deal with idling cars and rules concerning idling. Rick replied that policing something like that is difficult and it causes potential problems with uneven enforcement. It was suggested that idling rules reminder be included in the next newsletter.

8:35: Amy brought up to those present the prior discussion on audits. Nicole has sent herself a reminder to determine the costs and different types of audits for the next meeting. Leone stated that whatever vehicle is chosen be utilized for the full fiscal year ending in June.

8:37: Amy asked for a review of potential major projects

- Linda recommended that preventive pipe cleaning is a great idea on the buildings with known problems (water/sewer issues).
- Amy brought up the prior discussion of new signage. Rick remarked that some of the buildings will need signage maintenance anyway, so it might be a good idea to do it in the near future.

Action Item: Amy and Rick to look into new signage needs and costs.

- Other areas to consider are drainage issues, fencing for carports and reports, as well as bump-outs on second floor; Rick remarked that those require special millwork which can be very expensive. Replacement with hardi-plank was floated as a consideration, and Rick remarked that he could work on getting bids.

- Holes in asphalt also need fixing; these will be done one section at a time and will probably become a multi-year project.

Action Item: Rick to begin soliciting bids for longer-term projects.

8:47: Amy brought attention to the prior discussion on the reserve study. Graystone needs to have one every two years; we're going to do "lighter" of two levels. Steve will check on the pricing with same folks we've worked with prior to contain costs. Amy then called for comments during a round table discussion.

- Leone commented that regarding future planning that the HOA begin working on the budget for next year, beginning in March, and to ensure it makes the agenda. No other members present had specific comment.
- **The meeting was adjourned at 8:56pm.**

The Next HOA Meeting will be held on Thursday, February 19th at 7pm.

Next meeting 2/19 at 7pm.