

# *Cascade View Estates HOA*

## *Board of Directors*



December 27, 2011

### Meeting Notes for November 22, 2011 5:30 pm

#### **Meeting Attendees:**

Board members present: Craig Knight, Joe Murray, Roiann Santos, Daria Nelson, Julie Marrs Boock

Board members absent: none

Quorum present: yes

Others present: John Seitter- HOA Accountant

The owner of Lot 225

#### **Proceedings:**

### **Meeting called to order by Joe Murray at 5:30 pm.**

Agenda items addressed:

#### **1. Quarterly updates from Committees and Common area maintenance.-**

- Joe passed around a copy of the Common area update.
- Craig said 9 ARC forms were submitted and approved. Also he indicated Daria needs to be included in ARC decisions.
- Roiann did not present any Covenants reports. Not many problems occur during winter months. Only major problem is Lot 225 Landscaping.
- Lot 225 homeowner appeared for a Hearing with the BOD regarding his Front yard landscaping. The BOD and the homeowner agreed that sanctions would be suspended providing SOD is put in by April 15, 2012. No interest will be levied during this period, however statements will be mailed. If no action or communication happens, additional sanctions will continue until the violation is corrected. Roiann made the motion and seconded by Julie, all in favor.

**2. Common Area maintenance contract & related buget accts.-** The BOD all agreed it was time to have the Landscaping contract for the Common area re-bid. It was decided the best course of action was to have a sub-committee address the RFQ by end of December. Daria and Julie volunteered for the Sub-committee and email findings to BOD. The motion was made and 2<sup>nd</sup> by Julie, all in favor.

#### **3. Unpaid accounts actions. Discuss plans for Lots 237, 204-**

- Regarding Lot 237 Roiann made a motion that any unpaid HOA dues accounts in the 2<sup>nd</sup> year shall have a lien filed if not paid in full by February 1. Daria seconded and all in favor.
- On Lot 204 Craig made a motion to send a bill of \$50 transfer fee + \$ 25 (pro-rated dues) total of \$75. The account must be paid by 12/10/11 or fines would accrue. Lost dues revenue for 2011 of \$50 will be taken due to the property being a Bankruptcy. Roiann seconded, all in favor. Roiann agreed to call and provide details of the BOD decision.

**4. Establish 2012 Budget and Accounting contract-** John presented the 2012 Budget. He suggested including \$600 for Title Transfer fees. Also John was interested in knowing whether the HOA insurance would increase. Roiann agreed to contact the insurance broker. The accounting contract was reviewed and approved with no increase or changes. All were in favor of accepting the budget and accounting contract.

**5. Reserve Study and payment to account-** John indicated that \$5700 would need to be transferred into the Reserve account before the end of December. It was agreed that Joe and Roiann would transfer the funds and determine the best way to accomplish this in the future.

**6. Finalize yearly notice with HOA statements-** The HOA dues mailing was approved with the correction to the Dues Collection policy. Joe agreed to make the modification.

**Next BOD meeting-** The next BOD meeting was set for February 9th at 5:30pm.

Meeting adjourned at 7:50 pm.

**Addendum to November 22 BOD Meeting:**

- On November 26, 2011 Roiann verified with the HOA insurance broker regarding increases. He will contact the company and let us know. However, he doesn't foresee any increases unless there are policy changes.
- On December 21, 2011 Joe and Roiann went to the Bank of the Cascades for the yearly \$5700 transfer to the Reserve account. The account balance is in a CD and will not mature until June 2012; therefore no funds could be added. We opened a Money Market account and transferred the \$5700 to it. We also requested online transfer ability for future transfers.