

Palm Lake Homeowners Association
BOARD OF DIRECTORS
MEETING MINUTES
12/1/2018 8:30 AM

8:34 call to order

Board Members Present: Russ, Meredith, Katherine, Purvi, Fred

Additional Participants: Scott and Joan Ziegler, Mike Ketchum, Ned Timmer, Marty Crosley

Department Reports

SECRETARY, Purvi Jayswal

Review & approval of meeting minutes from November 3, 2018.

Motion to approve by Katherine

Seconded by Russ

All in favor, the motion carried

ARB, Katherine Adams

- Leaf Sock has been removed
- Dumpster next to April's house will be gone this week
- The Faddis house (#8703) will not send email contact info to Katherine. If anyone sees them, please ask for contact information
- Lawn maintenance for neighborhood – landscaper did a good job cleaning up leaves, bags will be moved behind common area bushes and brought out for pickup next week

OPERATIONS, Fred Lenz

Sprayed sod for bugs - certain patches not growing. Overall, looks good.

Have two dirt patches near fountain and can add poinsettias or some flowers

Recommended Projects for 2019

1. Seal coating asphalt for street
 - a. Getting 2-3 quotes for both sealing and repaving - Fred, Russ & Purvi will get quotes. Fred to ask Barney McClosky about who we used last time
 - b. Timing - around April
2. Trees by retention – some need to be cut/replaced
 - a. Put bamboo down? Only thing to get coverage/tall enough
 - b. Oak trees will be expensive/take a long time to grow to the height we want
 - c. Alternatively, can leave it as is
3. Sidewalks
 - a. Repairs will likely be needed in 2019; funded through the Sidewalk reserves
 - b. Meredith will send end out email about homeowners cleaning up their sidewalks and leaves; will again share Ledgers' info and rate.
 - c. Katherine will send individual notices to homeowners where attention is needed as soon as possible.
 - d. Fred will buy chemicals and Russ will use Fred's machine to clean the common area sidewalks.

4. Landscape maintenance for island
 - a. Marty Crosley volunteered to tend to the roses, Scott Ziegler has offered his assistance. Fred will direct lawn maintenance vendor Son Ly to tend to the rest of front entrance, which is already included in the agreement.

TREASURER, Meredith Fitzgerald

Review of November YTD Financials

Motion to approve by Purvi
Seconded by Russ
All in favor, motion approved

Review of 2019 proposed budget

- Common area insurance
 - Insurance coverage quote is \$3,093, includes gate/wall/fountain/guardhouse, deductible of \$,2500 per occurrence, per building item
 - Wall maintenance expenditures in the past were 2001 \$600, 2005 \$411, 2018 \$1800
 - Historically have not had any significant issues to date, and insurance would not have covered previous repairs
 - In lieu of insurance premium, the board will recommend to community to set aside \$3,000 for common property repairs

- Fidelity bond quote was \$360 (as part of package) – State mandated protection against embezzlement, theft, etc., however communities can vote annually to waive this coverage.
 - Russ will take vote at Special Annual Meeting on waiving this requirement.
 - Meredith will renew existing insurance premiums for 2019 Officers & Directors and General Liability to prevent lapse in coverage.
 - Should the community vote to increase coverages, those changes would be made in 2019.

- Proposed adjustments to 2019 budget
 - Add line item for common prop major repairs (to be approved by homeowners)
 - Increase Beautification/Other Landscape maintenance
 - Increase legal to \$3500

- Discuss distribution of budget surplus at annual meeting – amount to be calculated based on YTD actuals at time of meeting.

- Board will review adjustments and finalize a proposed 2019 budget to be presented at Special Annual Meeting for a vote

OLD BUSINESS

Status of recording 2003 amendments

- Mike Ketchum to provide official language of amendments to Purvi and she will go file downtown

NEW BUSINESS

Election of new officers for 2019-2020

- Two openings. Those running are Fred Lenz, Marty Crosley, and Ned Timmer
- Vote will be held at Annual Meeting; the new board will assign positions immediately after meeting

Review of legal engagement re Wall insurance.

- Russ advised that governing docs do not specifically require common property insurance.
- Wall damage protection: Insurance or reserve? - Board has just discussed a line item for major common property repairs in budget.

Hiring David Cohen to pursue delinquent accounts

- David Cohen's proposal is for \$2,500 maximum out-of-pocket to pursue
- Board agreed that time was of the essence since court date set for July 2019
- Russ gave history on this account
- 2008 HOA sued collected nothing, 2013 sued again and got nothing
- Homeowner has been sued 22 times for non payment
- Melanie involved in 2013 –Russ will get history from her involvement
- Meredith noted that the governing docs require the board to pursue to delinquent accounts, and there is a Collection Process in place that includes using legal means.
- The board will present the history to the community at the Special Annual Meeting
- The board would like to engage David immediately for \$1,000 to initiate collection process, remainder to be paid in 2019.

Motion to hire David Cohen by Meredith

Seconded by Purvi

All in favor, motion approved

Scott Ziegler's HOA Consulting recommendation

- Michael Kulich offers expert HOA advice based on experience, resources, and best practices
- Would not be binding on the board, and he would not sit in at meetings.
- Would not replace the services of an attorney.
- The board agreed it would be worth getting proposal for advise on collections and general enforcement, and present to the community for approval
- Meredith will request proposal from Mike Kulich
- The budget does have a line item for professional fees

Mike Ketchum has letter from 2016 – do we need to post to website?

- Letter is dated 9/8/16 from an attorney to the BOD at the time regarding grounds for lawsuit.
- Russ would like letter posted on website for reference
- Not all current board members have seen the letter. Russ will distribute for review and the board will decide to post or not via email vote

Proposed Agenda for "Special" Annual Meeting

- Common Property Major Repair budget
- Fidelity bond waiver
- Legal pursuit of delinquent accounts using David Cohen
- Welcome to neighborhood committee
- Dec 14th holiday gathering

Meeting adjourned at 10:53AM

Special ANNUAL MEETING set for DEC 12 AT 7PM at Russ & Beverly Carlson's home, 8758 Crestgate Circle.