

## **The Cottages at Pleasant Valley Homeowners Association**

Minutes of Board Meeting held March 21, 2024 at Joy Izatt home at 2:00 p.m.

In Attendance: Lesley Osiek, Joy Izatt, Lia Peterson, Becky Sessions, Ilene Stubbs & Manager: Kaitlyn Linford.

Absent: None

1. Jan Board Meeting Minutes were presented to Board Members. Meeting Minutes had been previously approved by the Board via email and posted to the Association website at [www.goldenspike Realty.com/cottagesatpleasantvalley](http://www.goldenspike Realty.com/cottagesatpleasantvalley)
2. Financials: It was stated that as of Feb 29, 2024 the Account Balances were as follows; Checking Acct \$40,089.09, Certificate Reserve Acct \$37,546.56, Money Market Reserve Acct \$166,061.98, 7 Month CD: \$20,219.32 and Savings Acct \$26.51. Owner Balances were reviewed and noted which Owners needed to finish paying their 2023 Capital Assessment. Kaitlyn reported that one of the CDs was up for maturity on 4/3/24. The Board reviewed the current CD rates and voted that the full balance should be placed back into a CD at time of Maturity for 8months. Owner Balances were presented and reviewed. The Capital Assessment payments were reviewed and Owners payment amounts were discussed. The Account Register was reviewed and expenses were discussed. The Profit & Loss Report was reviewed and stated that the HOA was currently over budget in the following expenses: Insurance, Professional fees, & Snow removal. All over budget amounts were minimal.
3. Landscape: Estimates were reviewed for contract renewal from Wangsgaard Landscape & Turf Pro for fertilize treatments. It was noted that there was no increase to Wangsgaards contract but that there was a small increase to Turf Pros contract. An estimate from US Lawns was also provided and reviewed and noted that the price was a large amount more than the HOA is currently paying, especially with snow removal. The Board voted to continue service with Wangsgaard and Turf Pro. The Board would like the vendor to be reminded to be cautious on how close they push snow to the Units as a couple of times they got close to Units this past season. The Board would also like to make sure that the vendor makes any repairs to landscaping needed from the snow season as well.
4. Maintenance: Kaitlyn is working with a vendor for estimates to make the Roof/Flashing/Stucco repair needed on some of the Units. Once estimates are in the Board can pick a vendor so that repairs can be made to those Units before the year end. Paint samples were provided for new door & door trim color options. The Board reviewed the options and chose there top pics. Once weather is dry and warm enough the colors will be painted on a door & door trim to be seen on the Unit for the Board to finalize options for painting to begin this year for those on the list. Pest control estimates are in progress as well and should be ready for the next meeting so that application can be completed in late Spring/early Summer as usual. The Board discussed that there are some areas where snow plows have damaged some concrete, while it is known this can happen the Board asked Kaitlyn to look into possible patch or small repair to the concrete where it may be needed. It was reported to Kaitlyn that some owners bushes died from last year and may need to be removed and new ones planted. Sprinklers should be looked at to confirm that everything is working properly so that nothing dies again.
5. Owner/Other Discussion: Meeting Agenda was discussed. Board Rep, Ilene asked the process for the Agenda. It was stated that Agenda items can be added by notifying Kaitlyn that a special topic needs to be added to Agenda. There is also always a general area where anything can be discussed but generally the Agenda covers the different areas and is based on the time of year the meeting is

held, for instance, the Feb/March meeting typically has the special topic of landscape estimates. It was asked how violation notices are handled as some Owners have asked. Kaitlyn stated that when notified of an issue that is in violation of the CC&Rs or the Rules she sends a notice of violation to the Owner via email or usps (which ever way the Owner requests information). Kaitlyn just needs it reported and then she can act according to the Rules & Regulations. It was asked what is the payment processing time frame. Kaitlyn processes any payment received from up to the 17<sup>th</sup> of the month. Anything received after this date is not guaranteed to be processed the same month as once payments are processed she begins doing statements. The payments received after the 17<sup>th</sup> are often held to be deposited the next month. All payments are always processed as quickly as possible. It was reported that a couple of Owners have had questions on how much insurance they need and that this topic may need extra time to be discussed at the Annual Meeting this year. The Board reported that there has been some sittings in the Community of a homeless person and that they would like to notify Owners in the Newsletter to be cautious and aware. It was also discussed that there has been some issues with dog mess not being picked up and dogs not always on a leash and lastly to not feed wild life animals as it can be unsafe for Owners and household pets.

Meeting adjourned at 3:22pm, next meeting to take place on May 9, 2024 at 2pm at Lia Petersons.  
Minutes recorded by Kaitlyn Linford