

## **Feb 2018 Colonial Gardens Homeowners Association Board Meeting Minutes**

2-16-2018 held at Golden Spike Realty Office at 9am

In Attendance:

Aaron Eames

Allison Williams (Teleconference)

Sam Sessions (Teleconference)

Kaitlyn Linford (HOA Management)

1. Review and acceptance of previous board meeting minutes. All board members accepted via email previously.
2. Financials: Kaitlyn gave the report of Januarys Profit & Loss statement and stated that the Account Balances are \$14,631.61 in Checking and \$24,175.53 in Savings Reserve. Kaitlyn then gave the report of what owners are behind and what is being done to get them current on there fees. Kaitlyn also stated that 1 vendor misplaced a check and so she voided that check and re-issued a new one for them.
3. Violation Report: Kaitlyn gave the violation report for January and stated that many violations were reported and sent out but that most are under control, with a few still being a problem. Problems are consisting of noise complaints and smoke smell complaints. It was discussed what could be done about the two. Kaitlyn suggest that if occupants are smelling smoke during times when no one is home in the adjoining unit that it could be due to smoke residue left in vents and to look into having those cleaned. It was also suggested that if people could let Kaitlyn know the exact time they are smelling the smoke to help pinpoint if there are specific times it is happening.
4. HOA of Utah Closing Account costs: HOA of Utah charged the association a fee to close the account. A letter was sent requesting why this happened and asking for the Management Agreement. The board voted that since it is such a small amount they will let it go if HOA of Utah refuses to pay. The amount was small enough that it would not be worth hiring an attorney to go after the funds lost.
5. Roofs: Kaitlyn reported that some owners have voted on the special assessment for the roofs and that she would continue to send out notices until we got back the required votes. Kaitlyn would also look into getting a

new bid for the year to be able to plan financially for possible increase from the bids given last year.

6. Completed Maintenance:
  - a. Broken window by landscaper at Unit Y is fixed.
  - b. Fire Lane signs posted along North Fence Line
  - c. North fence repaired
7. Maintenance to be completed:
  - a. Installing and painting of door trims on Units A-I in spring.
  - b. Rodent Traps set by Intermountain Pest Control. He will monitor them.
  - c. Carport light in front of Unit A-I-need to know if it is still working or if it needs to be repaired. It was reported that it is still working by a board member.
  - d. Light bulb under carport C is burnt out and needs to be replaced.
8. Misc: Kaitlyn reported that the HOA Register needs to be updated and that it will cost \$10 to do. Kaitlyn also reported that Taxes will be getting done Feb-March and once done will require a board members signature. It was suggested by a board member to take down the broken fire lane signs on the fence but to put the screws back in so that the whole were not visible. It was also requested to see what it would cost to fix the part of the fence on the NW corner of the Association. Based on Property inspection it was also suggested that the bushes along the North fence line be trimmed down to make the No Parking signs more visible for others to see. The Board agreed and this will be done in spring.
9. Property Inspection:

1/11/2018 1 vehicle in visitor parking area. Noted the car and license plate # to see how frequent at association. Grounds were clear of derby or clutter, fence has been repaired but noticed that the far west corner of the fence also needs to be repaired. Fire lane signs are in but noticed that the bushes near one of the signs need to be trimmed down to allow for better visual. Also suggest that we replace the 2 broken no parking signs on the fence so that there will be extra coverage that no parking is permitted. Door V needs a second coat of paint, will ensure done in spring. Unit T needs to repair and repaint door as it looks very bad.

1/30/2018 Grounds were clear. No visitors in parking. Unit A had a white Geoprizm unlicensed in its spot.

10. Allison Williams reported that she sold her unit and that she would be moving out very soon. Because of this a new board member will need to be put in. A name was suggested, Kaitlyn will reach out to this owner and see if they have any interest in serving on the Board at least until the Owners Meeting in May. It was also discussed that Board Members serve for a 3 year time frame.

11. Owner Requests: None

The meeting was adjourned at 9:52am. Next board meeting to be held in April at Golden Spike Realty Sunset Office.