

Jan 2019 Colonial Gardens Homeowners Association Board Meeting Minutes

1/11/2019 held at Golden Spike Realty Office at 5:00pm

In Attendance:

Sam Sessions and Linda Hurst

Kaitlyn Linford (HOA Management)

Aaron Eames excused

1. Review and acceptance of previous board meeting minutes. All board members accepted via email previously.
2. Financials: Kaitlyn gave the report of account balances as follows: \$13,937.05 in checking and \$22,406.67 in Savings. Kaitlyn then gave report of owners who are behind and what is being done to get them caught up. We ended the year with a positive net income balance and were under budget in many areas.
3. Violation Report: No violations issued in months Sept-Dec.
4. Board discussed Bankruptcy of one unit and what it means financially for the HOA.
5. Board discussed issue with AC plat forms on some units. AC units are owner responsibility but plat forms are HOA responsibility. In order to replace plat forms, AC units must be moved. All plat forms were inspected by maintenance and most are okay but a few will need to be replaced within a year or two. Board requested Kaitlyn to get cost of moving AC units to patios and also cost of moving them to new plat form and that they would decide what is the best route after they have those numbers.
6. Kaitlyn reported that the HOA insurance increased from \$3246 to \$3632 annually. This is a \$386 increase. Board felt this increase was not significant enough to receive new bids. We will watch and see if there is any increase in 2020 and go from there.
7. Completed Maintenance:
 - a. Seeded common area in front of buildings 3 &4 where water line was repaired.
 - b. Heat tape placed in shed
 - c. Checked all shutters on units and secured any that were loose.
 - d. Caulked around edge of any front door trims that were in need

- e. Checked pipes under buildings that they were able to get too. Will watch water bills each month. Any large increase will also help us know if there is a leak.
 - f. Cleaned out all gutters
 - g. Repair to fence on south side of garbage cans
 - h. Light bulb replacement of lamp post near unit Z
2. Maintenance to be completed:
- a. 2019 possible repairs: Repair plant box with sign and plant flowers, paint carport posts and trim (worst ones). Continue repairing door trims, repair brick to front entrance wall.
8. Property Inspection:
- 9/8 Unit P & Q are both in need of doors being painted. Fence repairs all done. Unit S gutter repairs completed. Sign in front is looking okay but the box is broken and will need repaired to look nice again. All carports need to be painted to be looking nice again. Grass areas all looking really nice.
- 10/22 Trimming is done and all bushes are much lower and not protruding into the street. Grass in newly planted area in front of S-V coming in very nice. Inspected what units have there AC above ground. Maint will inspect and see if any platforms need repair. Common grounds were very clean with no garbage in them. 1 vehicle in visitor parking near entrance.
- 11/29 TV box on side of dumpster. Tree coming from apartment complex to the East has been trimmed and no longer hanging over street. Some leaves in the back from J-R bushes along no parking lane that need to be cleaned up. Two cars in visitor parking on south side, ticketed both. 11/29 Owner of one of the vehicles called and stated that the vehicle belongs to there babysitter. I Informed them that was okay and that I would make a note not to ticket the vehicle.
- 12/12 Roads were clear of snow and ice. 1 car in visitor parking, this vehicle has already been noted as one of the units babysitters vehicle and will be parked there during the day most days but not at night. Leaves on ground were very minimal and common grounds were free of trash and clutter.
- 12/28 No cars in visitor parking area. Roadways looked okay, some areas have small layer of snow and ice but nothing terrible. Fence surrounding garbage can is broken and needs to be repaired.
9. Other Business:

- a. Sam stated that unit K gutter is clogged or something because water was pouring out over the top of it during last big storm. Maintenance will inspect and see what is going on with the gutter.
- b. Board discussed dumpster being overly full here lately and if added pick ups were needed. Sam stated that its not always bad but when it is its really bad. Sam also stated that the biggest issue is that people keep putting trash on out side of dumpster thinking it will be picked up but it doesn't and then when they put the dumpster back after pick up it smashes the trash left and has left that areas very dirty and trash every where around the dumpster. Sam stated that people needed to also notice when the trash is full and hold that trash to be put in the dumpster if possible. Board voted to add issue to newsletter and send to both owners and tenants and see if that doesn't help the issue before spending more money to have extra pick ups.
- c. Board voted to hold Board meetings quarterly instead of every other month.

The meeting was adjourned at 5:51pm. Next board meeting to be held April at Golden Spike Realty Sunset Office.