

Jan 2020 Chateau Park Annual Owners Meeting Minutes

1/31/2020 @6:00pm at Golden Spike Realty Office

Board Members In Attendance: Barbara Gray, Nancy James, Carol Cisney, Doug Yoshimura

Kaitlyn Linford (HOA Management)

Excused: Lina Hall

1. Meeting was called to order by Barbara Gray. All present confirmed that they had signed in. Kaitlyn confirmed that a quorum was present.
2. Kaitlyn passed around a sheet for everyone to update the Association directory.
3. Board Nominations were introduced: Doug Yoshimura & Lina Hall. It was told that 1 more nomination was needed to fill the 5 Board seats or if no one wanted to volunteer the Board would be made up of 4 members. Nathan Weymouth and Andie Gillet volunteered to be added to the Ballot. Ballots were passed around and all present were instructed to add the two write in and to vote for 3. Nancy and Carol were excused to count the ballots.
4. Barbara presented the 2019 Meeting Minutes and asked if anyone would like to make a motion that the meeting minutes be read prior to approval or to approve without reading? Kaitlyn also asked if everyone knew where they could find meeting minutes, some did not know so it was written up on the white board and told that it's always on the newsletters as well. A motion was made to accept the meeting minutes and waive reading them, it was seconded and all were in favor.
5. Financials: Kaitlyn presented the 2019 Balance Sheet and it was stated that the Association ended the year with \$18,125.51 in checking and that \$14,759 of that are roof assessment funds and that Savings Acct is at \$34,296.40 giving a grand total of \$52,421.91 between the two accounts. It was stated that only 4 owners need to pay for the 2019 Roof Assessment still and that 2 of them are nearly finished paying for it. The Profit and Loss statement was then reviewed and it was stated that the Association is showing over budget in income due to the increase in dues and due to the Roof Assessment and that in expenses the only expense that was over by a lot was insurance and this was due to the insurance premium. All other expenses were either barely over budget, under budget or directly on budget. All in all the Association ended the year with a

Net Positive that will be carried over to help pay for the Insurance premium that is due in July. This premium is paid monthly but then there is a large payment of around \$7600 that has to be paid every July. The 2020 Budget was presented and show that income for the extra carport spaces was placed into its own categories for cases when one may be left open and unrented. The Roof Assessment is also its own category and shows up on the financial reports in December. Insurance expense was increased to accommodate the new premium, roof were placed on the expense to be done and Savings Reserves were increased to cover the required 10% of income but also extra to help build up the reserves for after the roof assessment expenses. Insurance also did not require fire extinguisher be put into the common hallways and this will help to save the Association money. Everyone was instructed that the Board has approved this budget and if they have any requested revisions they should notify Kaitlyn or a member of the Board within 30 days. Kaitlyn also stated that if anyone has any questions on the financials to let her know and she would be happy to answer those questions.

6. Kaitlyn went over the 2019 Maintenance items completed and noted that this is a general over view of the major things done. Also shown what maintenance items are currently scheduled for 2020. The roof/(s) to be replaced in 2019 will be based on the report that the vendor gives on which roof needs it the most. It was asked if anyone would be willing to volunteer to help with light bulb replacement so that the Association doesn't have to spend money on sending maintenance out for this item. Brian and Carol both volunteered and Kaitlyn will get them light bulbs. They are to let Kaitlyn know when they change a light bulb and where the lamp was located, they are also instructed to let her know if the light bulb replacement didn't fix the item. An owner asked with the carport privacy slats if they are staying green or being changed to the cream. Kaitlyn reported that the Board voted in 2019 to change them to the cream as they are damaged and as funds are available. Kaitlyn discussed Sewer Lines and stated that a townhouse building recently had the sewer line back up into all 4 units. Previously it was believed that the lines were connected two by two and not by all 4 units. After having Groundworks Plumbing (specializing in exterior plumbing) come out to look further into the matter, the vendor confirmed that all 4 units in every building are tied together and while typically only 2 back up at a time it is possible for all 4 to back up. Carol went over an extensive list of items that are not okay to put down drains, garbage disposals, and toilets. This list will be summarized and sent to all owners in a Newsletter

and posted to the Association website. It was also recommend that all owner/occupants make sure that they are clearing there drains at a minimum of once a year. It is recommended by Groundworks Plumbing to have and exterior drain access (acting as the main drain access) installed at each building. This gives the Association the ability to clear the drains without having to schedule going into a unit. It takes the responsibility off of owners and makes it fair that all buildings not just the up and down buildings have the ability to have the drains cleared. This does not mean that owner/occupants don't need to clear their individual lines, nor does it mean that lines won't still be backed up from time to time but it does mean that instead of having to enter numerous units to clear the issue it can be done by the main exterior and it does also mean that a large portion of the line can be cleared on a regular basis. It does mean another expense for the Association which would take mean that when dues could possibly come down they would not be lowered as much. The cost to do the install for each building from Groundworks is \$700-\$1000 per building. Funds will be needed to do this job. Kaitlyn reported that the fire insurance claim paid for the roof on the building. This means that that the final Roof Assessment year can be reduced. Carol reported that there are 3 voting options of what to do with the 2023 Roof Assessment: 1. Void the final years payment. 2. Reallocate the 2023 Assessment to fund the exterior main drain access and the remaining balance to be put into the Reserve Account to continue building up for the next time roofs need to be done. It was pointed out that after the Roof Assessment was finished it could be anywhere from 2-5 years when the next set of roofs need to be replaced so the added funds will help to ensure there are funds when that time comes. Or 3. Reallocate the entire 2023 Assessment to the Reserve Account. It was also stated that if it was voted to do the exterior drain access that further bids would be collected before doing the job. Ballots were handed out and turned into Carol and Nancy to count.

7. Insurance: Kaitlyn presented in the packet the insurance packet that all owners should look and make sure that their individual insurance policies cover the HOA deductible as per State Law. They should also make sure that they have proper coverage to cover any time of claim.
8. New Owners: Nancy introduced the new owners from 2019: Aburey Bingham, Justin Porter, Marissa Gallegos, and Kristal Bright
9. Rules & Regulations: Nancy discussed the issues with Pets and reminded all owner/occupants that pets need to be on a leash and all pet waste needs to be

picked up and disposed of in a bag in the garbage can. Barbara discussed trash cans and stated that all occupants need to agree on trash can placement and that it is typically on the side of the carports but if someone wants to move them then the entire building needs to agree. Trash cans should be filled one at a time also. Visitors are welcome but they are visitors to your unit and patio area only. There has been cases where visitors have shown up prior to the owner begin home and to stay warm have gone into up and down units common hallways and scared other occupants. They also should not be wondering the common grounds without you there. Visitors should park in the visitor parking area on the East end or on the street but not blocking sidewalks. Overnight parking on the street is not permitted by visitors nor by owner/occupants and if they are going to stay over night they should park in your carport driveway or on the East end of the Association. Doug then discussed fire safety and stated that all units should test there smoke detectors and it is recommended that they have fire extinguisher and ladders for the upper levels. Kaitlyn reported that Rules and Regulations will be updated and presented to the Board to review in the coming months and then sent out to all owner/occupants. Everyone is recommended to read them to keep from receiving violations.

10. Board Votes: Carol reported that Lina Hall and Nathan Weymouth were both voted on to the Board and that there was a tie between Doug Yoshimura and Andie Gillet. Kaitlyn reported that either one can step down or that the Association can have 6 Board Members and that no voting matters can end in a tie. Neither candidates wanted to step down so both will serve on the Board for 2020-2022.
11. Roof Assessment Funds: Carol reported that it was voted that the extra Roof Assessment funds be reallocated to adding exterior drains to each building and the remaining funds be placed into the Reserve Account.
12. Other Discussion: Owner asked why the fire building was given different lamp covers. Kaitlyn reported that they were the closest ones that could be found and that because of the Associations age it makes matching very difficult. Owner asked if the bulb could be changed to make it brighter. Kaitlyn will have maintenance look into this. It was also asked why the building color was different. Kaitlyn reported that they tried to pick a color as close to the one across the street but again that it could not be perfectly matched. None of the up and down buildings are actually the same color so the closest one was chosen. Owner reported that the upper smoke detector in the common

hallway by 2360 was missing its cover and needs to be corrected. It was asked which units have occupants in the fire building and stated that currently 1 unit is occupied. An owner reported that she thought she saw a 2nd occupant moving in as well. Kaitlyn will look into this. It was asked if the visitor parking reminder of not parking in front of the walk ways could be put in the Newsletter. Kaitlyn will see to this. No further business discussed.

13. Barbara called for a motion to adjourn, motion given, seconded and all in favor. Meeting adjourned at 7:31pm. The next owners meeting will be held Jan 31, 2021.