

Sept 2018 Colonial Gardens Homeowners Association Board Meeting Minutes

9/22/2018 held at Golden Spike Realty Office at 4:00pm

In Attendance:

Aaron Eames, Sam Sessions, and Linda Hurst
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 account balances as follows: \$13,912.43 in checking and \$19,914.73 in Savings. Kaitlyn then gave report of owners who have paid there roof assessment and those who still need to pay. Kaitlyn also reported that owners who are on a payment plans to get caught up.
3. Kaitlyn reported that if possible in 2019 we will do one of the smaller roofs so that it leaves a balance of the roof assessment funds and there will be enough to cover the last big roof in 2020. The final decision will be made by the roofer and which roof is worst off.
4. Violation Report: No violations issued in July-Aug.
5. Kaitlyn reported that she received notice that 1 owner is filing bankruptcy and that she has the attorney looking into it. This owner is still making the agreed upon payments for her payment plan.
6. Completed Maintenance:
 - a. Bush trimming on side of unit A done
 - b. Lamp post near building 4 fixed
 - c. Tree branch fell behind unit U and was cleaned up
 - d. Unit D has had the area where the mice were getting in boarded up.
 - e. Shed door has had a dead bolt added to it
 - f. NW corner of the main fence line was repaired
 - g. Treated front entrance for voles
 - h. Unit S Rain gutter repair
 - i. North fence line shrubs were trimmed
 - j. Main water line repaired (will need to have seed added to it this fall)
 - k. Repair to exterior hose bib on unit D

- I. Pipe leak under building 1 between units E & D. (Plumber fixed and also found that the main drain line was leaking and also repaired that)
7. Maintenance to be completed:
 - a. Seal around front door trims
 - b. Seed common area in front of building 3 & 4
 - c. Check Shutters and fasten down
 - d. Clean all buildings gutters (end of Oct-first part Nov)
 8. Property Inspection:
 - a. 7/7 Lawns looking very green except on end of unit A near street. Bigger trees looking like they need to be trimmed but they are on the other side of the fence and actually belong to Ranchwood Apartments. No visitors in visitor parking area.
 - b. 8/24 Gutter repair not completed on unit S. Tree branch removed from behind unit U that fell during wind storm. Shrubs looking better on trimming. Will need a fall trim still. Grass is looking very good. Large trees on West side of property will need to be trimmed but will probably have to budget to be done in 2019. Two vehicles in visitor parking, license plates and makes and models noted to keep track.
 9. Other Business:
 - a. Board member wanted to know where the heat tape that was removed from the roof replaced? Kaitlyn stated she would have maintenance check and place it in the shed.
 - b. Board member reminded Kaitlyn that culinary water used for sprinkling system needs to be off no later than Oct. 15th
 - c. Board voted since one pipe leak was found that they would like all building pipes checked in crawl space area to ensure no others are leaking. Maint will be hired to check and plumber will be hired if any repairs are needed.
 - d. It was discussed that it is unclear as to what units have crawl space and attic access.
 - e. Board asked to have maintenance check any unit that has their AC unit on a platform and make sure that platforms are secure and tight.

- f. Board asked what the snow removal contract details are and to make sure all owners and occupants know what they are to be ready for winter. If possible would like all front sidewalks plowed.
Porches/steps will be owner/occupant responsibility if possible.

The meeting was adjourned at 4:40pm. Next board meeting to be held Nov at Golden Spike Realty Sunset Office.