



MEETING OF THE BOARD OF DIRECTORS  
APRIL 13, 2020 AT 6:30PM VIA ZOOM

BOARD MEMBERS PRESENT: DOUG NIX, PRESIDENT  
KATHY JUERGENS, SECRETARY  
CURTIS LITCHFIELD, TREASURER

PROPERTY MANAGER: GREG PHILLIPS, AMC MANAGEMENT

LOCATION: ZOOM VIDEO CONFERENCE

OTHERS: NONE

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- I. CALL TO ORDER
  - a. THE MEETING WAS CALLED TO ORDER AT 6:37PM.
  
- II. MANAGER'S REPORT
  - a. FINANCIAL REPORT AS OF FEB 29, 2020
    - i. BALANCE SHEET
      1. CHECKING \$14,103.15
      2. RESERVE \$32,330.38
      3. TOTAL ASSETS \$46,323.53
    - ii. COMPARATIVE INCOME AND EXPENSE TO BUDGET
      1. OPERATING INCOME \$9677.92, WERE AIMING FOR \$11,375.00
      2. MANAGEMENT FEE WAS CHARGED EXTRA \$200.00 BECAUSE AMC CHARGED \$200.00 LESS IN JANUARY DUE TO A BILLING ERROR.
      3. MADE TWO RESERVE CONTRIBUTIONS THIS MONTH DUE TO FAILURE TO MAKE CONTRIBUTION IN JANUARY.
      4. CURTIS ASKED ABOUT \$88.00 FOR GENERAL MAINT. AND IT WAS DETERMINED THAT WAS FOR REPAIR TO DOWNSPOUT AT 229.
      5. KATHY ASKED ABOUT PROGRESS ON A WORK ORDER FOR A DOWNSPOUT AT 217 AND GREG SHOWED AN EMAIL INDICATING 217 WAS DONE.
    - iii. CHECK REGISTER
      1. ONLY ODD THING IS JAN AND FEB PAYMENTS TO INSURANCE WERE BOTH MADE IN FEBRUARY.
      2. RESERVE CONTRIBUTION WAS DOUBLE TO COMPENSATE FOR MISSED PAYMENT IN JANUARY.
    - iv. DELINQUENT REPORT
      1. TOTAL \$27,447.82
      2. LARGER BALANCES FORWARDED TO ATTORNEY.
      3. AMY IN OFFICE WILL FORWARD INFO ON ATTORNEY PROGRESS.

4. COURTS CLOSED SO CAN'T FILE LAWSUITS
5. CURTIS AND DOUG WANTED TO REVIEW FINAL FINANCIAL FROM CITY AND VILLAGE AND GREG OFFERED TO FORWARD IT OVER.
6. GREG EXPLAINED THAT WE COLLECT ON THESE AT CLOSING IF ANYONE ATTEMPS TO SELL THEIR HOME, THIS IS DONE VIA THE TRUSTEE LETTER INDICATING WHAT IS OWED AT CLOSING TO THE TITLE COMPANY, WHO WILL COLLECT THIS AND FORWARD IT TO AMC FOR DEPOSIT INTO HOMESHIRE BANK ACCOUNT.
7. CURTIS ASKED WHAT WE DO WITH EXCESS INCOME WE DON'T SPEND IN A MONTH, GREG SAID IT ROLLS OVER TO THE NEXT MONTH IN THE OPERATING ACCOUNT, AND AT END OF YEAR IF WE HAVE A SURPLUS WE CAN FORWARD THAT ALONG TO RESERVE ACCOUNT.
8. KATHY ASKED ABOUT TWO FRONT DOORS WHICH SHE DIDN'T THINK WERE THE CORRECT COLOR, GREG SHOWED WHAT DOCUMENT WE SEND OUT TO THE OWNER INDICATING THE COLOR IS "SHERWIN WILLIAMS COUNTRY SQUIRE GREEN".
  - a. GREG INDICATED HE WOULD GET A PAINT SAMPLE AND COMPARE IT TO DOORS NEXT TIME HE IS ON PROPERTY.

b. VIOLATIONS REPORT

i. 207 HOMESHIRE

1. SEND A FIALURE TO OBTAIN ARCH PERMISSION FOR ALTERATIONS IN THE REAR OF THE UNIT.

III. GENERAL BUSINESS

a. DISCUSSION REGARDING IMPROVING TURF QUALITY IN SEVERAL AREAS AROUND THE COMMUNITY, MAYBE AERATION AND OVERSEED IN FALL.

- i. COST LAST YEAR WAS \$3500.00
- ii. THIS IS NOT CONTRACTED WITH GENERAL LAWN SERVICE FROM NATURAL LAWN.
- iii. 136 TURF IS PARTICULARLY BAD IN FRONT, GREG TO ASK JAMES FOR A RECOMMENDATION TO IMPROVE IT.
- iv. GREG NOTED WATERING IS A BIG CONCERN AS FOLKS DON'T DO IT LIKE IT SHOULD BE DONE AND WE DON'T HAVE IRRIGATION SYSTEM.

b. DISCUSSION ABOUT THE WELCOME PACKET FOR NEW OWNERS

i. GREG SHOWED THE BOARD WHAT A WELCOME PACKET INCLUDES

1. WELCOME LETTER
  - a. UPDATE WITH NEW ASSESSMENT PAYMENT INFO
2. COUPON BOOKLET
3. OWNER INFO FORM

ii. KATHY ASKED TO ENSURE A COPY OF HANDBOOK AND RESOLUTIONS BE SENT OUT WITH WELCOME PACKET.

1. GREG EXPLAINED THE NEW BUYERS GET A COPY OF RESOLUTIONS ALONG WITH GOVERNING DOCS PACKAGE WHICH IS GIVEN BY AGENT TO BUYER BEFORE SALE.

c. DOUG ASKED ABOUT INQUIRIES FROM OWNERS BY PHONE OR EMAIL TO AMC

- i. GREG EXPLAINED IT HAS BEEN PRETTY QUIET
- ii. OTHER THAN MINOR WORK ORDERS
- iii. ONE GENTLEMAN IN THE REAR CUL-DE-SAC COMPLAINED ABOUT SOMEONE WALKING A DOG IN THE COMMON GROUND BEHIND HIS UNIT

1. GREG EXPLAINED TO HIM THAT THE LAWNS ARE COMMON AREAS WHERE FOLKS CAN WALK.
  - d. DOUG ASKED ABOUT DOG WASTE SITUATION
    - i. KATHY SAID IT IS LOOKING MUCH BETTER
    - ii. GREG STATED THE OWNER OF THE UNIT WHERE MAJOR ISSUES WERE HAPPENING CHANGED HIS TENANT SO THAT HELPED.
    - iii. DOUG SAID MAY BE THAT IT HAS BEEN QUITE COLD SO NOT AS MANY FOLKS OUT WALKING THEIR DOGS.
  - e. DOUG STATED THAT WE MAY WANT TO CLARIFY AT NEXT MEETING THE SPECIFICS OF WHAT YOU OWN IN A CONDOMINIUM ASSOCIATION
    - i. GREG EXPLAINED IT IS USUALLY THE FOLKS WHO AREN'T INVOLVED AND DON'T ATTEND THE MEETINGS WHICH ARE THE ONES WHO DON'T UNDERSTAND WHAT THEY OWN AND WHAT IS ASSOCIATION PROPERTY AND FREE FOR EVERYONE TO USE.
    - ii. GREG SUGGESTED A NEWSLETTER TO EVERYONE
      1. REMINDERS ABOUT THE REQUIREMENTS OF THE ASSOCIATION
        - a. ARCH REQUESTS
        - b. DOG WASTE ISSUE
        - c. COMMON GROUND VS. LIMITED COMMON ELEMENTS
      2. DOUG STATED ONCE A YEAR WOULD BE GOOD
      3. CURTIS ASKED IF WE ADDRESSED IN LAST NEWSLETTER
        - a. DOUG STATED HE AGREED WITH GREG THAT THE FOLKS WHO DON'T CARE WON'T READ NEWSLETTER.
  - f. DISCUSSION ABOUT ARCHITECTURAL CONTROL VIOLATIONS
    - i. FOLKS FAIL TO FILE REQUEST TO MAKE ALTERATIONS
    - ii. GREG SAID THOSE WHO DID NOT FILE BEFORE SHOULD SUBMIT A RETROACTIVE REQUEST.
- IV. OPEN FORUM
- V. ADJOURN
- a. DOUG NIX ADJOURNED THE MEETING AT 7:53PM