



Meeting Minutes
November 16, 2017

BOARD MEMBERS PRESENT: John Andesilich, President
Kathy Juergens, Secretary

SMG REPRESENTATIVES: Kathy Stephens, CMA
Roger Kinney, President SMG

LOCATION: Corporate Parkway Library-Wentzville

OTHERS: Four Homeowners
Matt Swanson, Alderman Ward 3

CALL TO ORDER

Board President, John Andesilich called the meeting to order at 6:30 p.m.

INTRODUCTION OF NEW PROPERTY MANAGER

SMG has assigned Kathy Stephens as the new property manager.

MEETING MINUTES

The following meeting minutes were approved unanimously:

June 19, 2017

August 14, 2017

September 19, 2017 Annual Meeting (acceptance by Board only, final approval of the annual meeting minutes will be done at the next annual meeting)

OVERVIEW OF MONTHLY FINANCIAL REPORTING

Discussed monthly assessment collection process. Automatic payments can vary within a week of the due date based upon the workload in the Accounting Department.

REVIEW OF FINANCIAL REPORT

Ms. Stephens presented the financial report for October 2017. Mr. Andesilich pointed out that income will be below budget by \$5,000 to \$6,000 due to delinquencies. SMG is currently working to resolve the delinquencies. Discussed reasons for expenses being over budget.

WEBSITE

Ms. Stephens stated that Homeshire's website is in the process of being updated. Future meetings will be posted, upcoming events, etc.

OLD BUSINESS

Trash Can Screens – The screens have been installed and SMG will be sending out invoices accordingly. There was further discussion on when to actually start imposing

finer for violations. It was agreed that future violation letters will be sent to the occupant as well as the homeowner if the unit is rented out.

Dryer Vent Cleaning, Power Washing and Painting – SMG has not obtained bids yet for these items but will do so by next week.

Dryer Vents - Ms. Juergens explained that Keren Calder obtained bids from Crack and Crevice and Associa's maintenance department, however, the bids were not based on the same scope of work. Ms. Stephens was not aware of that and Ms. Juergens stated that she would send those bids to her. Discussed dryer vent cleaning is the homeowner's responsibility. After the scope of work has been updated, SMG will send out reminder postcards to owners. Ms. Stephens stated that she plans to obtain another bid for the work as she is not certain that Associa's maintenance department will be able to clean the inside vents.

Power Washing – The last power washing was completed in 2015 by Prestige Power Washing. There was discussion related to the frequency of power washing. Ms. Stephens stated she will obtain two additional quotes. Ms. Juergens will send Ms. Stephens the quotes received as she did not have them.

Painting – The shutters on Homeshire Drive have all been painted, however, the shutters on Homeshire Circle have not. Quotes will also be needed for painting the medallions above the garages and window trim on the front facade. One quote has been received and Ms. Stephens stated that she will obtain two other quotes. Ms. Juergens will also send to Ms. Stephens the quotes received from Rock Solid.

Amendment Ballots – Ms. Stephens stated the count is still 39 and suggested that it is time to target individuals in order to receive 5 more ballots in order to receive a quorum before the ballots can be opened. Mr. Andesilich stated that he intends to contact individual homeowners. Ms. Stephens offered to send out a second mailing.

NEW BUSINESS

Issue with Dogs – Dogs are continually running loose, being tethered and left outside alone, and owners are not cleaning up after their dog on their own property or other common areas. Ms. Juergens presented two letters. One letter was sent out by a previous management company and the other letter is a more enhanced version. Alderman Swanson stated that it is not illegal to tether a dog in the City of Wentzville, however, the dog must be behind the back of the house. A dog cannot be tethered in the front yard. If a dog is running loose without a lease, Mr. Swanson suggested taking a photo or video and then call the Police Department. However, according to the Homeshire Declarations, no pet is allowed to be staked or tethered on the common ground or in your yard at any time. Ms. Stephens stated that SMG should handle any violations, but in the case of a dangerous situation that requires immediate attention, the Police should be called first.

Committee Vacancies – There are two vacancies on the Community Relations committee and one on the Landscape committee.

Roof Recommendations from the Architectural Review Committee– Doug Nix, member of the Architectural Review Committee, stated the Committee recommends a color similar to the existing color so there will not be a huge contrast when roof replacements

begins. He presented an array of colors from the Owens Corning and Tamko product lines. The Committee has also put together basic recommendations related to minimum standards for the underlayment, type of shingles to be used, the type of seal around the vents, requirement to haul off old shingles, pick up nails, provide lien waivers, etc. The committee recommends replacing the roofs on five buildings next year with an option to add two more buildings.

Ms. Stephens stated that SMG is part of the Associa network and they can provide a discount on roofing materials from GAF, CertainTeed, Owens Corning, etc. Associa will also identify certified contractors to install the particular brand of roofing. She would like the opportunity to research this and report back to the Board and Committee.

Mr. Andesilich would like to have all this information available by December 1 and be ready to solicit bids.

Ms. Stephens suggested hiring a third party to inspect the work before payment is issued and she will provide that information also.

Tentative 2018 Meeting Dates – Tentative meeting months were briefly discussed and will be decided upon at a later time.

Resident Handbook – The Board is currently working on publishing a resident handbook that will be mailed to homeowners and tenants. The handbook will be written in plain English and will highlight key points in the Declarations.

Alderman Swanson Update – Alderman Swanson gave a brief update on proposed developments surrounding Homeshire.

Adjournment – The meeting adjourned at 8:30 p.m.