



Meeting Minutes
January 22, 2018

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

SMG REPRESENTATIVES: Kathy Stephens, Property Manager

LOCATION: Corporate Parkway Library-Wentzville

OTHERS: Four Homeowners

CALL TO ORDER

Board President, John Andesilich called the meeting to order at 6:00 p.m.

MEETING MINUTES

The November 16, 2017 meeting minutes were unanimously approved. Ms. Juergens asked that all minutes be posted on the website.

ADOPTION OF PROCESS FOR DELINQUENT ACCOUNTS

The Association's attorney drafted a procedure. The following was discussed.

Policy states on or about the 15th day of every month reminder letters will be sent to every owner who is delinquent. The Declaration states the 10th, however due to the various ways that SMG receives payments; the 15th is a more practical date.

If payment is not received by the 10th, a delinquent letter will be sent and a late fee of \$25 will be charged. If payment is not made by the 30th, a demand letter will be sent and interest will start accruing on the 1st day of the following month. It was agreed that Ms. Stephens will check the Declaration to verify when interest should start accruing. If payment is not received by 90 days, the account will be turned over to the attorney to begin legal proceedings.

There was some discussion on whether payments should be mailed to the attorney or SMG. It was decided that SMG should receive payment and Mr. Andesilich stated he will notify the attorney to include payment instructions in his letter.

No definitive action was taken at this time.

TRASH CAN VIOLATIONS

Problem has improved and spot checks are being made periodically.

PET POLICY

Discussed the draft letter. The letter will be revised to include who to contact in an emergency situation. It will be sent to owners and tenants.

REVIEW OF FINANCIAL REPORT

Ms. Stephens presented the financial report for December 2017 and stated it is not final as she has not reviewed it completely.

There was considerable discussion regarding the Reserve account. The Board wants a separate money market account set up at Midwest Bank specifically for the Reserve account and money should be transferred into the account each month. The Board does not want to just see a separate line item on the financial report. Ms. Stephens will look into the matter and it will be further discussed in executive session.

Mr. Andesilich expressed his dissatisfaction with SMG's accounting procedures.

PAINTING OF MEDALLIONS

Ms. Stephens has requested bids from two contractors. Discussed that trim above the windows should also be included in the bids. The Board already has one quote from Rock Solid. Ms. Stephens stated that she did not have a copy of that bid and Mr. Andesilich will email her a copy.

PAINTING OF SHUTTERS

Mr. Andesilich stated that Dan Sager is going to finish the shutters along Homeshire Circle. Weather permitting; he will start working on the shutters at the end of January.

POWER WASHING

Received bids from Prestige Power Washing, who offered to honor their 2015 price of \$5,600 if we chose them to do the work back in November of 2017. Prestige's bid for 2018 is \$7,000, \$6,400 from Pro Wash, and \$4,500 from Dan Sager.

Ms. Juergens and several of the owners present expressed dissatisfaction with the quality of painting work that Dan Sager did around the door trim and garage trim. Mr. Andesilich said he would talk with Dan regarding the matter.

Ultimately, Dan Sager was chosen to perform the power washing based on his low estimate.

STATUS OF SMOKE ALARM REPORT FOR 222

Over the Christmas holiday, (December 31, 2017) the owner of 224 sent an email to Mr. Andesilich stating that her tenant reported that the smoke alarm was going off at 222, (which is vacant) and the owner wanted SMG to contact the owner of 222 to let them know. Ms. Juergens asked for the status. Ms. Stephens said that she was aware of the incident; however, since she was out sick, she has not followed up on the matter.

PATIO WORK FOR 217 HOMESHIRE CIRCLE

Ms. Juergens provided some background information on the request. The original request stated the patio was at 154; however, it should have been 217. One entire slab of the patio has sunk. Ms. Stephens will contact the owner and let him know the Association will repair the slab at the owner's expense.

MISSING SHINGLES AT 214

Ms. Juergens reported the missing shingles. Mr. Andeslich stated when he inspected the property on January 21, he noted missing shingles at 219, 214 and 145. Ms. Stephens will contact Kevin Owens, Quality Roofing, to make the necessary repairs.

DRYER VENTS

Ms. Juergens stated the bid from Associa was for cleaning the outside vents only as they cannot clean the interior and their bid was to clean ALL the units. Crack & Crevice's bid was for inside and/or outside cleaning and was individually priced. After some discussion, it was decided that a letter should be sent to the owners reminding them to have their vents cleaned out regularly and provide them contact information for Crack & Crevice.

After further discussion, it was agreed that a reminder letter for dryer vent cleaning and smoke detector replacement would also be sent out with the pet policy letter.

STATUS OF AMENDMENT BALLOTS

Mr. Andeslich asked Ms. Stephens for the contact information from each owner who has not returned their ballot so he can personally talk to each one. Since the Board would like to open the ballots at the March meeting, Ms. Stephens stated that she will check with Keren Calder (SMG) to see if we can open the ballots already received even though we do not have 67% of the ballots returned. She will provide the contact information to Mr. Andeslich.

ROOF REPLACEMENT STATUS

Mr. Andeslich spoke to Kevin Owens, Quality Roofing, who will contact factory representatives from Owens Corning, GAF and CertainTeed to set up a meeting with the Architectural Review Committee to explain the different grades of shingles and their life expectancy. Ms. Stephens has contacted someone who will provide basic specs to use in the bid process.

TRASH ENCLOSURE STABILIZER

Ms. Juergens inquired about the status of this. Mr. Andeslich will discuss this further with James Henry, Natural Lawn and Landscape.

Adjournment – The meeting adjourned at 7:38 p.m.