

**Albion Street Townhomes
Homeowners Association Meeting
March 26, 2015**

Attendees:

Manuel Leon Torres
Anissa Cordova
Jessica Hubbard
Aislinn Swim Seale
Amy Hunt
Blake Zallwice
Rebecca Pertzsch
Quint Pertzsch
Shannon McCarthy (Capitol Hill HOA Management)

Introductions and Financial Review:

We discussed our goal of having 10% of our monthly income deposited in our reserve account. Shannon mentioned ideally we would have \$2,200 per unit in reserve, which totals \$17,600 for our building. Currently we have less than \$6,000. In March we paid \$2,000 to Terracare and \$500 to Orkin to bring our accounts current. These accounts were past due to mismanagement by Brant. We collectively welcomed Shannon to our Association with open and estactic arms! We are very excited to work with Capital Hill HOA Management going forward. Shannon will bring a lot of experience and expertise to our Association.

Discussion Items:

- We need to work with Shannon to make sure we have a vendor in place for Lawn Care and Snow Removal. Our current contract with TerraCare ends at the end of April. We should have someone in place May 1 to turn on the sprinklers, aerate, fertilize and start mowing.
 - Shannon is going to collect two estimates – one from High Plains and one from Free Fall.
- There is one unit in arrears on dues and the most recent special assessment.
 - Communication with the owner has been established and payment arrangements have been made.
- Tree removal - or a minimum tree trimming. The front yard needs to be taken care of and the big locust that hangs over the parking area really needs it.
 - Shannon has a good tree company that he recommends. He will collect an estimate and we will proceed quickly with having the trees pruned. Notably – the Locust, Kavita's tree, the dead tree on Manuel's property, and the bush outside Blake's unit are the top priorities.
- There is a need for more help on the Board of the Association.
 - Anissa offered to help – she's a perfect candidate to take over a Board position.