

HOA ANNUAL MEETING

Date: Nov. 8th, 2014 | 9 a.m. PST | 10 a.m. MST | 3 p.m. London

Next meeting:

TBD; consider communicating again once management company identified.

Attendance:

Web-Ex phone call

#1 Greg	Yes
#2 Travis	Yes
#3 Dave	Yes
#4 Emma	Yes
#5 Mark	Yes. Had to leave ~1:15 in to meeting after votes completed
#6 Anna	Yes.
#7 John	No. Replied yes, not responsive to emails to ensure call-in info was ok

Immediate Action items:

- [owners] Increase HOA fees to \$325 for 12/1, updating auto-pay if needed
- [owners] Send check to HOA for approved assessment \$3,000 by 12/1 (instructions will be sent)
- [owners] Notify renters if needed:
 - Garage Policy, to be cleaned up by 12/27
 - \$50/mo. fee if not done.
 - Anything in the garage not locked up or put away will be hauled out for large item pick-up 12/27
 - Add new batteries to HVAC going in to winter, don't turn off if leaving town

Voting Items:

Voting Item	Unit #						
	1	2	3	4	5	6	7
Issue 1-time assessment for \$21,000, or \$3,000 each unit, due 12/1/14, for the following: <ul style="list-style-type: none"> • roof repair (est. \$8,000) • tree maintenance (est. \$2,000) • Concrete / Stucco (est. \$11,000) Note:	Y	Y	Y	Y	Y	N	N/A

<ul style="list-style-type: none"> • Amounts based on estimates currently. • Likely will need additional assessments in future after more quotes received. • 2015 Budget will be update accordingly. 							
<p>Raise HOA dues to \$325 starting 12/1/14</p> <p>Note:</p> <ul style="list-style-type: none"> • Budget will be increased to reflect the increased revenue for 2015 • HOA will re-assess after additional quotes received 	Y	Y	Y	Y	Y	N	N/A
<p>Election of Board Members</p> <p>David, Travis, Emma</p> <p>Note:</p> <ul style="list-style-type: none"> • Greg will continue to help coordinate and “push” remotely • New owner(s) can be active through projects assigned by board, or run for board next year 	Y	Y	Y	Y	Y	N	N/A
<p>Garage Storage: Owner’s/Renter’s property need to be in deeded storage closets or <u>1</u> storage bin by December 27th 2014, and going forward, or face \$50/mo. fine.</p> <ul style="list-style-type: none"> • Any 1 storage locker purchased by owner or renter needs to fit on the north wall’s ledge • Storage locker needs to be locked • Anything left out will be put out for city’s large item pickup on 12/27 at the owner or tenant’s risk. <p>Example:</p> <ul style="list-style-type: none"> • Rubbermaid Jumbo Storage 52”(w) x 30”(d) x 82”(h) \$420 	Y	N	Y	Y	Y	N	N/A

Projects (prioritized)

Project	Description	Owner	Due Date (or Update)
Management Company	<ul style="list-style-type: none"> • Identify management company • Publish result of search, 2-3 quotes and recommended company and rationale. • Analyze any changes to dues that needs to be taken 	Travis David	ASAP (APM in place until end of year)
Roof	<ul style="list-style-type: none"> • Get <u>repair</u> quotes in place. • Get work scheduled after sending out for comment to 	Emma	ASAP (weather)

	owners		
Tree Trimming	<ul style="list-style-type: none"> • Get quotes in place by working with APM • Schedule work 	Mark	ASAP (weather)
Parking Space in Back	<ul style="list-style-type: none"> • Project owner, pull in anyone to help you with this (possibly the new owner if Anna's unit sells) • Any permitting concerns? Is this possible? • What to do with the garbage bins in back there. How much space do they need? Perhaps define that space with a wood fence. • Where do the recycling bins go? • If possible after investigating above points, then what should it look like? <ul style="list-style-type: none"> ○ Layout of the spaces ○ Landscaping around it that is sustainable, economical ○ How to make sure it is clear the difference between alley right of way and property line (we've talked about railroad ties in the past) ○ Cost (talk to me, APM has done some research already on paving) • How would it work? <ul style="list-style-type: none"> ○ How to determine right of order? Lottery when it comes open? ○ What is a reasonable price to rent the spaces for? ○ Towing option if there isn't a registered license in the spot (talk to me, APM has done some research already) 	John+?(TBD)	January (update)
Front Landscaping Clean-Up	<ul style="list-style-type: none"> • Weeds • Replace mulch/rocks • Submit receipt to HOA for reimbursement 	Emma	End of November (weather)
Garage Mailbox Removal	<ul style="list-style-type: none"> • Remove unused boxes in the garage 	David	End of Year
Empty non-locked items in Garage	<ul style="list-style-type: none"> • Remove anything that isn't locked up in deeded storage or approved locker • Set out for city's quarterly large item pick-up so we don't need to wait until March 	David Emma	12/27 (match city's pick-up schedule)
Bike rack solutions	<ul style="list-style-type: none"> • Investigate a common solution that can be implanted for all units • Avoid owners/renters doing their own thing • Target 10-14 bikes (?), so it is 1-2 per unit • See Travis about how other units do it 	Mark	March
Deferred Items (pending Management company decision)			

	•		
Concrete Work	• Stairs, railing (back), leaky wall (front wall), walkway		
Exterior stucco	• Patch and repair		
HOA document and process improvement	• Investigate online options • Calendar of things that need to be done • Contacts for renters / owners •		
Negative drainage issues	• North wall (may be complicating west wall water damage) • South wall		
Deferred Items (get other projects under control first)			
Garage Door Timer	• Investigate what it would take to get a garage door that has a timer (i.e. closes after car passes through)		
Exterior Mailboxes	• Remove once stucco work is decided on		
Exterior/Garage Power wash and cleaning	• Walkways, doors, lights, etc. • Garage		~ April '15

Notes From Call:

- Summary of agenda. In addition to the agenda owners asked to add ideas that they want to address in the project and discuss issues in the project.
- All owners on call except John.
- Discussion (starting with low priority while waiting for John to join)
 - Garage:
 - Fines for stuff in the garage. Approved storage container idea + fine. Vote on fine & container -- majority voted for container & fine. (→ Vote, see above)
 - Garage door timer to prevent it from remaining open (→ project, see above).
 - Remove old mail box stuff (→ project, see above)
 - Recycle bins for each unit work on getting people to stay on it. Wait and see if it continues to be an issue
 - Dues: Need to raise dues and assessment needed to take care of priority items (Roof, Stucco, Trees)
 - Greg discussed HOA dues and assessment.
 - Current balance of \$13,000 determined to be a good running balance.
 - Current management company can no longer provide services due to state HOA management certification training requirements.
 - Travis working to get a quote with St. Charles.
 - Dave agreed. Mark \$300/mo. more assessment driven Travis Dave mentioned fixing the rail in the back ok w/ repairs.
 - Emma wants replacement of roof.

- Mark wants stucco and roof repair.
 - Anna repairs, not sure on the \$350/mo price. Need numbers to run before determining the cost. Anna didn't have too much to add b/c her prop is under contract.
 - Travis \$325/mo. & \$3000 assessment wants repairs and discussed dues up to \$350/mo. before hurts the prop values.
 - Discussed that we would like to keep the dues in a reasonable balance between long-term maintenance of the building and not getting so expensive that it decreases attractiveness of the property
 - After discussion, landed on proposing \$3,000/unit assessment and \$325 dues starting Dec. 1 (→ Vote, see above)
 - Another assessment and dues increase may be needed once quotes are received on the following:
 - Concrete work Property management company dues
 - Parking lot idea
 - Extended landscaping
 - Bike rack
- Board Election
 - Nominated Emma, Dave, Travis (→Vote)
 - Discussed more involvement on research side from remote owners to balance local owner's efforts
 - Greg will continue to "push" and new owner (Anna's unit?) can take on projects
- Rents: Travis offered help getting to the rents that we need.
 - Greg: \$1,850
 - Travis: \$2,200
 - Mark: \$1,550
- Greg presented Emma's idea of creating parking spaces instead of more landscaping on the east side of the prop. Agreed that it's not good to sell the spots, too much work and legal fees. Travis discussed parking spots to rent to individual unit owners for a fee so they could increase rents. Everyone agrees it's a good opportunity and can control the space. Give John (not present) the opportunity to comment on, explore and drive this project (→ Project)
 - Positives:
 - Hard to landscape maintain anyway. Looks rundown and not super attractive.
 - Not well defined from the alley, so with increased parking congestion in the neighborhood, people have been parking back there which tears up the landscaping (rocks, grass) that is there, is messy and hard to pull out from the garage sometimes, may be a fire-hazard in terms of trucks getting back there, and is just unsecure having a lot of unknown people and cars back there.
 - Revenue for the HOA. Legal fees to sell the spots as deeded to a unit would likely be prohibitive.

- Negatives
 - Not as much space to landscape stuff in the back.
 - ?, Need to discuss with John
- Mailboxes:
 - Garage: Everyone agreed. (→Project, see above)
 - Walkway: Emma's boyfriend will remove the newspaper holders for now. Wait until stucco project is determined to remove outdoor mailboxes.
- Powerwash and clean the exterior. Everyone agreed to wait until spring but needs to be done. At that time a general clean-up of the garage and power wash exterior. Discussed the cable box cover (Dave said he's try to get the door on)
(→ project, see above)
- Landscaping. Each side discussed. Agreed to do basic work on the west side. Discussed the water intrusion on the wall by the stairs and negative drainage on the south side of the building. The water & neg drainage will be addressed at another time.
(→project, see above)
- HOA Document and management improvement cleanup. Need common docs out there. leverage this through the HOA Mgt company. Get advice on this later.
(→project, see above)
- HOA will come up w/ a bike rack solution (low on list) but will keep control and present to the owners.
(→project, see above)
- Garage cleanout - Do we need trash dump run, hire someone to haul stuff? No going to try to do city big item removal at the end of Dec. Make sure the big item removal is noted and clear to owners and tenants. Setup time to do the work and remove items w/ a Dec 27th deadline.
(→project, see above)
- Garage door timer - table while focusing on items. But good idea to keep the door from being left open.
(→project, see above)
- Recycle bin reinforcement how do we want to deal with it. Ok w/ leaving it alone. Seems to get done. Just not every week.
- General reminder to owners, etc. to leave heat at reasonable temp to prevent pipes from freezing during the winter.
(→Action item, see above)
- Make sure we're good w/ the attic space and the insulation. Did it get all taken care of? Some discussion around this. Anna spoke about her experience.

