

1977 S. Josephine HOA Annual Meeting - January 11, 2016

Present: Steve Bach, Joe Lima, Kevin Boudreau, Norman Zettel, Esta Zettel, Shannon McCarthy (Capitol Hill HOA Mgmt)

The meeting was opened with the establishment of a quorum. The 2015 Budget was reviewed and the 2016 Budget was discussed. The need for an increase in HOA monthly dues was discussed as well as the need for a larger reserve account. A motion for the approval of the 2016 Budget and the increase of 15% for HOA dues was made by Joe Lima and seconded by Steve Bach. The approval was unanimous. The increase in the HOA monthly fee will be effective February 2016. Shannon will mail notices and the fee schedule to all homeowners this month.

An open discussion followed the budget approval.

1. Steve requested a clarification of the "chain of command" for repairs when tenants report problems. Shannon stressed the renter should first call the owner. The owner should ascertain if the same problem is occurring with other units. If there is multiple unit involvement (indicating a common area problem) the owner will call the management company who in turn will call in an approved vendor. If the problem is only single unit and not involving common area services, the owner preferably calls in a management approved vendor who is familiar with the property. The need for an approved list of vendors was discussed and will be made available.

2. The By-Laws and Rules and Regulations need to be reviewed

and updated.

3. The priorities for 2016 improvements/maintenance were discussed. Most projects will have to take place in the spring and summer. The roof walkway repair is a high priority due to safety concerns and will take place as soon as possible. Repair to the back exterior entry stairs will commence soon. The landscaping project with removal of trees, pruning and river rock application will be in the Spring. Repaving of the parking lot may necessitate a special assessment of all units or, depending on the finances, may be paid from the existing budget. Several units have problems with ants during warm weather. An exterminating service for the exterior of the building will be added twice a year.

New board members were nominated and approved. Joe Lima - President, Kevin Boudreau - Treasurer, and Esta Zettel - Secretary.

The next Board meeting will be held on March 21, 2016, 6:00 PM, at the Capitol Hill Management office.

Esta Zettel

Secretary