

Beaumont Townhouses, Inc

Date & Time: Monday September 25, 2017; 5:20 p.m.

Type of meeting:

HOA Executive Committee Meeting

Meeting called by:

Max Gwin – President/Treasurer

Attendees: Max Gwin – President/Treasurer, Donna Stein - VP, Sandra Walters - Secretary and Keith McCarthy – Property Manager

Topics

Num.	Topic	Reporting Party	Action Item
1.	Call to order	Max	
2.	Financial Report/Current State and Reserve goal	Max	
3.	HOA - Late Dues	Max and Keith	
4.	Sprinkler Shut Off	Sandra	
5.	Trash and Recycling Bins	Keith	
6.	Snow Removal Agreement	ALL	
7.	Next Board Meeting	ALL	

Topics for Beaumont Townhouses, Inc

HOA Executive Committee Meeting – Courtyard, 5:00 p.m.

Financial Report	All	
<p>Discussion: Max reviewed the financials and reported that without unexpected expenses we were on track to end the year with \$14,000.00 in reserve. He reiterated from our prior board meeting and discussion that the reserve goal is \$24,000.00 and said with the increase in dues this year to of course be carried forward that we should be able to meet our reserve goal by end of 2018. Being able to reach our goal does depend on being practical with expenses and does not account for unforeseen or unbudgeted expenses.</p>		
<p>Conclusion: We will continue to be prudent with spending; Max will continue to monitor expenses</p>		
To do:		Deadline:

Removal and Replanting of Franklin Street Bushes	All	
<p>Discussion: The dying bushes have been removed and new ones planted.</p>		
<p>Conclusion: Donna, Michael and Max will be in charge of watering the bushes several times a week through the winter. Sandra volunteered to assist if needed.</p>		
To do:	Responsible party: Donna, Michael, Max	Deadline: Spring 2018

Removal of Trash Bins & Replacement of Damaged Recycling Bins	All	
<p>Discussion: FROM PRIO BOARD MEETING To make more room for parking it was decided to use five trash bins not eight. We have several recycling bins that are damaged. 9/25/17 – The un-needed trash bins have not been picked up</p>		
<p>Conclusion: Keith will contact the appropriate City department and arrange to have bins for 1576, 1586 and 1592 removed; he will also ask for recycling bin replacements. Sandra sent out an email to all owners and renters on the property to share a bin with their adjoining neighbor and come up with an arrangement with them so the bins go out each week. 9/25/17 – Keith will call the City again and get the bins picked up</p>		
<p>To do: Sent out e-mail – DONE. Contact the City about pick up and replacement described above</p>	<p>Responsible party: Keith</p>	<p>Deadline: End of August 17 NOW - asap</p>

Additional/New Business		
<p>Discussion: Sandra will update the HOA directory along with the recycling for rest of this year and 2018 and send out. She will also send out an email to appropriate owners/renters regarding the fall sprinkler shut off which is scheduled for 10/28. (Following the board meeting it was decided to move up the sprinkler shut off to 10/14.) Snow Removal Agreement – Keith said that he would send the snow removal agreement to Max for review and signature. Late Dues – Keith said there were several owners who were delinquent. He will get the names and information to Max. It was agreed that Max should be aware of past dues on a monthly bases and we discussed sending a letter at the 60 days mark. (Following the meeting Sandra and Deb Worthy received delinquent dues letters and were concerned about the stern language in the letter; this will be discussed at the next board meeting.)</p>		
<p>Conclusion:</p>		
<p>To do:</p>	<p>Responsible party: Sandra, Max, Keith</p>	<p>Deadline: 10/1/2017</p>

Adjourn and Next Board Meeting	ALL	
<p>Discussion: Max, Donna and Sandra agreed that another board meeting before end of year would be a good idea. Keith has attended the management company' s quota of board meetings for the year so he will not attend.</p>		
<p>Conclusion: The meeting was adjourned at 6:15 p.m. Sandra will send out an email to schedule the board meeting in December.</p>		
<p>To do: Schedule next meeting for December 2017</p>	<p>Responsible party: Sandra</p>	<p>Deadline: 11/15/17</p>