

Pine Summit Single Family Homeowners Association

Board Meeting Minutes

January 8, 2007
Board Member Bacon's Home

I. Roll call

Board Members Present: Alicia Farbstein, Lee Bacon, Kelly Luke, Scott Domeier,
Melissa Hamlin
Gassen Members Present: Nancy Lewin, Debra Bremer

II. Call to order

6:06 pm

III. Approval of minutes & agenda from last meeting

Scott made motion to approve agenda for current meeting, Kelly second. Kelly made motion to approve the November 19, 2006 board meeting minutes, Melissa second.

IV. Gassen

Two representatives from Gassen were present. Nancy Lewin recommended that going forth we adopt a policy of formally making a motion and second to go along with Roberts Rule of Order. She also suggested that we look into a membership in the Community Association Institute.

a) Billing

- Billing was sent out for \$144 due by February 1, 2007. 30 homes have already paid. Delinquency statements will begin going out as of March 1.
- There are 6 homes still outstanding from the 2005-2006 billing. After the annual meeting, these homes will be turned over legal counsel for foreclosure procedures to begin.
- Going forward, the Board can decide when the billings go out. We can send the billing out, due the 1st of each month, and give the option for homeowners to pay the full amount upfront (payable before the 1st of the fiscal year).
- No adjustments will be made to bills (for late fees, etc.) without the Boards approval.
- A current statement for any account may be requested from Gassen at any time.
- At this time, there is no ability to pay by credit card. **The Board should emphasize the automatic payment program at the annual meeting**, as this will save the homeowners money.
- As of March 1, statements will show credits and previous balances.

b) Violation Enforcement

- The Board was unsure of what type of fees (dollar amounts) we should be enforcing for violations. **Deb will put together a packet of options and get back to us on this.**
- When Deb sees a violation in our Association, while making one of two monthly visits, she will automatically send a first notice letter to the homeowner and copy the Board on it.

c) Annual Meeting

- The packets have gone out. Gassen will be present (Deb) at the annual meeting to help field questions as well as keep the meeting running smoothly and in a timely manner. **Deb will bring copies of the “request for action” form.**
- d) **Transition items still outstanding**
- None. Jodi is finished with the transition. We will have a second transition meeting with Gassen in March.
- e) **Other**
- 1) **Workers Compensation Insurance**
 - Gassen proposed that The Association buy workers compensation insurance for \$344/year. It was the Boards decision to have contractors show proof of insurance prior to starting any work in this Association. Motion was made to wave workers compensation insurance by Kelly, Scott second. All members approved. Gassen had Scott, as representative of the Association, sign a declination of worker’s compensation insurance form.
 - 2) **Collection Policy**
 - All Legal fees are charged back to the account that is in the process of collection. **Deb will forward a document from the lawyer explaining the collection process for the Board to review.** (see attached)
 - 3) **Delinquent Fees**
 - Keeping within the guidelines of our Governing Documents (11.7), the Board has decided to institute the following policy for Gassen to follow for Delinquent Fees:
 - A bill is considered late as of 10 days after the due date.
 - At 30 days, a statement for the original bill + late fees + interest will be sent to homeowner.
 - At 60 days, “letter A” (nice reminder letter) will be sent with a statement + late fees + interest
 - After 60 days, the Board may request that the full assessment amount be paid immediately (entire year).
 - At 90 days, “letter B” (harsher reminder letter) will be sent with a statement + late fees + interest.
 - At this point the homeowner will have 5 business days to pay the current bill or be turned over to legal counsel.
 - Kelly made the motion to adopt the above “90 day” policy with a \$10 per month late fee + interest; after 60 days ask for full amount; if not paid then taken to legal for “lien foreclosure”. Alicia seconded, all members approved.
 - **Deb will put together a document explaining this process, from Gassen, to be available at the Annual Meeting.**
 - 4) **Snow Removal**
 - All of our roads and sidewalks are taken care of by the City of Cottage Grove.

V. Annual Calendar

Gassen asked for the Boards approval of an annual calendar. Deb explained that the calendar can always be changed as things come up throughout the year. The Board approved it, **adding the 2nd transition meeting between the Board and Gassen to take place in March 2007.** (See attached copy of calendar)

VI. Financial Report

- **Scott will start working with Deb on the 2007-2008 budget.** The budget has to be approved by April 15, 2007.

- Gassen has accounts set up with M & I bank. There is an operating account, and a CD (aprox. \$8000) and Money Market account for Capital Reserve.
- **Scott is waiting for checks to clear before closing the Personal Touch account.**
- Treasurer Domeier proposed to set up a separate “petty cash” account for expenditures which require immediate reimbursement of funds. This account will be set up through US Bank and the treasurer will handle the check book, etc. This account will hold aprox. \$1000 (being replenished by operating account as funds are used). Scott made a motion to accept this proposal, Melissa second. All members approved. **Scott will get funds from the operating account to have this account set up.**
- **Gassen was asked to find out what pieces of land we are being billed by the county for.**

VII. Committee Updates

a. Maintenance:

- Gassen will put bids out for lawn care coming up in the Spring.
- Scott wanted to know if the 65th Street berm project monies would be considered a Capital Expenditure. **Deb will check into this and get back to the Board.**

b. Architectural:

- **Lee will submit names, address, etc. to Deb. Deb will then send Maintenance Agreements out to homeowners to have them sign and send back, in order to get their account up to date.**
- Gassen will be receiving the architectural applications from now on. They will forward them to the Architectural Committee and proceed as the committee decides. (approval, decline, etc.)
- **Gassen is going to obtain legal counsel’s opinion as to how to proceed with the fence issue at 6927 Sunflower and get back to the Board on this. Kelly will send all written information on this to Deb.**

c. Social:

- Planning a second neighborhood-wide garage sale for the first weekend in May.

d. Nomination:

- Gassen informed us that there was a mistake with the number of Board positions up for re-election at the annual meeting. There are 3 positions up, not 2. Kelly, Scott, and Lee have agreed to go up for re-election.
- Alicia has contacted Nancy to confirm that they will both be counting votes at the annual meeting.

VIII. Newsletter

- The Board has decided to wait until after the annual meeting to send the next newsletter out.
- Our Website information should be included: www.gassen.com click on our Association name and then create an account.

IX. Rules and Regulations update

- 26 homes did not pick up their certified mail packets from the Post Office. 1 packet was returned as a vacant home (6650 Wildflower Dr. S). **Alicia will bring these packets to the annual meeting to be handed out to the correct homeowners.** If they are not present at the meeting, the packets will then be hand delivered by a Board member.

X. Annual Meeting Info.

- We have the room booked from 5:30 (when Board arrives) until 9:00.
- **Melissa will pick up drinks and cookies for the meeting.** Alicia suggested looking into Starbuck's donating the coffee.

XI. Old/New Business

Discussion: 6501 Foxtail requested an itemization of expenditures from the Board.
Conclusion: Gassen will respond, on behalf of the Board, asking her to please attend the annual meeting as we will be covering all of this at that time.

Discussion: 6698 Wildflower Dr. (antennae)
Conclusion: **Gassen is going to turn this over to legal counsel. Kelly will send Deb all written information the Board has on this.**

XII. Future Meeting Dates

We will hold off on future meeting dates until after elections at the annual meeting.

XIII. Adjournment

8:32 pm

Minutes submitted by: Alicia Farbstein