

Pine Summit Single Family Homeowners Association

Board Meeting Minutes

January 8, 2007
Board Member Farbstein's Home

I. Roll call

Board Members Present: Alicia Farbstein, Lee Bacon, Kelly Luke, Scott Domeier, Melissa Hamlin

II. Call to order

6:08 pm

III. Approval of minutes & agenda from last meeting

Kelly made a motion to approve the agenda. All Board Members approved. Kelly made a motion to approve the minutes of the January 8, 2006 Board meeting. All Board Members approved. Kelly made a motion to approve the minutes of the Annual Meeting held on January 23, 2007. All Board Members approved.

IV. Decision on Board Roles for the upcoming year

Everyone agreed to stay in their current positions for the upcoming year. They are as follows:

President – Kelly Luke
Vice President – Melissa Hamlin
Treasurer – Scott Domeier
Secretary – Alicia Farbstein
Member At Large – Lee Bacon

V. Decision on Committee Chair positions for the upcoming year

The decision was made for Scott to give up the Maintenance Committee due to his Board position being more time consuming. Melissa and Kelly agreed to Co-Chair the Maintenance Committee. Alicia will stay on as the Social Committee Chair and Lee will stay as the Architectural Committee Chair. Scott will now be the Chair for the Nominations Committee.

VI. Robert's Rules of Order

Kelly reviewed the Roberts Rules of Order Guidelines and found that, in order to be more productive, we need to stick to our agenda's at meetings. He also found that we can be informal about approving things when necessary (via email, etc.).

VII. Financial Report

a. Budget

Scott reviewed the proposed budget for the upcoming year. The Budget proposes a change in annual assessments from \$144/year to \$156/year (\$1 more per month). This is due to the necessity to make the amount different than the original closing amount as well as to help offset the higher management fees. The maintenance and ground line items were

combined to help prevent confusion in these two areas. The social budget was raised and the accounting fees were raised.

Kelly made a motion to accept the proposed budget. Melissa seconded and all approved. The budget will take affect as of June 1, 2007.

b. Outstanding Billing Judgments

There are 5 homes still outstanding from last year's billing. This week the accounts were turned over to legal counsel to take action.

We will receive an update for this year's billing on March 1. Statements will go out to those homeowners who've not paid.

c. New petty cash account

A new petty cash account has been set up. Scott, Kelly, and Melissa are signers on the account with Gassen's mailing address.

VIII. Committee Updates

Any homeowner whose account is up to date may participate on a committee. **Alicia will be typing a new volunteer sheet combining the previous year's with the forms received at the Annual Meeting and emailing to everyone.**

a. Maintenance:

Nothing. **Melissa and Kelly will try to contact their committee and set up a meeting in March. Scott will give the Maintenance files to Kelly.**

b. Architectural:

Lee has made the list of homeowners who need to have a signed Maintenance Agreement in order to get their files up to date. **Alicia will make a mail-merge letter and labels to assist Lee in mailing these letters out. Lee will then mail them out.**

c. Social:

Alicia will try to get a meeting together soon. Planning a second neighborhood-wide garage sale for the first weekend in May.

d. Nomination:

Nothing.

IX. Gassen

a. Items Outstanding

See New/Old Business

b. Spring Inspection

Kelly will speak with Deb to see if it would be possible to tie-in the Spring Inspection with the 2nd transition/Board meeting. The proposed date for the first day of the

Inspection is April 23 (Deb, Kelly, Melissa). The proposed date for the second day of the Inspection and meeting is April 24 (Deb and all Board members). **Kelly will make a copy of the "maintenance files" for Deb to use during the inspection.**

c. 2nd Transition Meeting

See above.

d. Getting copies of Association papers to homeowners (Gassen charge of \$35)

Kelly will follow-up with Gassen for a more clear definition of what the \$35 covers.

e. "opting-out" of paper mailings.

Gassen has an "all or nothing" policy as far as paper mailings that go out to the homeowners. There's no option for someone to not receive a paper copy of such things as newsletters unless the entire neighborhood goes this route. Because of this, the Board has decided that it is necessary to continue with the paper mailings. **Alicia will put an article in the newsletter explaining this to homeowners** (because it was brought up at the Annual meeting).

The Board, however, has "opted-out" of paper mailings. This means that any correspondence between Gassen and the Board will be electronically. Hopefully, this will somewhat reduce the printing/ mailing costs. **Kelly will let Deb know of this decision.**

Kelly will also email Highland Hills' Board to ask how they handle paper v/s electronic mailings.

X. Newsletter

a. Date to have things turned in to Alicia

The Board has decided to send the newsletter out quarterly. It will be mailed March 1, June 1, September 1, and December 1. All articles, etc. are due to Alicia no later than the 15th of the prior month.

b. When to send newsletters out

See above

c. Printing Costs

The Board would like to keep the newsletter in color, however, due to the much higher expense of color, is willing to do black and white. Alicia suggested that we also make the newsletter an 11X17 document so that it can simply be folded and mailed without an envelope. The option of having our own letterhead printed to have our logo in color was discussed. Scott's work has the capabilities of both printing and creating letter head for a very low cost (4¢ per sheet v/s 12¢ per sheet). **Alicia will create an 11X17 formatted newsletter and send to Scott. Scott will then get a price quote for printing the newsletter. He will also get a quote for letter head.**

Kelly will ask Deb if it's possible for Gassen to fold, label, stamp and mail the newsletter (if we go with the option of having it printed elsewhere). Kelly will also find out if Gassen can put the newsletter on the website as a color document. If

necessary, Alicia can send the newsletter as a PDF file in order for them to more easily access the document.

XI. Website

The Rules and Regulations that are shown on the website are still the old version. This was supposed to be changed by the end of January. **Kelly will address this with Deb.**

The Board would like to see improvements made to our website. **Kelly will find out what can be modified on the website, if our logo can be added, and if there's any possibility of being able to get to our part of the website more easily** (/pinesummit in the web address, etc.).

The Board should email Kelly with any possible improvements they would like to see to the website.

We should also let homeowners know (in the newsletter) that they can advertise their businesses, etc. on the website. **Kelly will find out what the process for this is and if there's an expiration date for how long advertisements stay on.**

XII. Rules and Regulations update

The decision was made that, once it warms up, the **Board members will go door-to-door to deliver** the remaining envelopes that were returned from the post office. When an envelope is delivered, **the person delivering will record the address, date, and time of delivery.**

XIII. New Fee Structures

Both the Late fee schedule and the Violations fee schedule have been mailed out to homeowners.

XIV. Old/New Business

Discussion: What to do about 6927 Sunflower Circle fence (unapproved 5 ft. fence)
Conclusion: Kelly shared the conversation that took place between himself and Tim Fuller (Gassen's Legal Counsel). It was the advice of Mr. Fuller to allow the fence due to the breed of dog and he felt that maybe we should raise the requirements to 5 feet.

After much discussion, the Board decided to stick with the Rules and Regulations and ask that the fence be lowered to 4 foot. It was the opinion of the Board that we should not make exceptions out of fear or out of many attempts by the homeowner to explain her way out of this Rule. **Kelly will notify Gassen of this decision.** The Board will ask that the fence be lowered to 4 feet and give the suggestion that if this homeowner is worried about the safety of those around her (because of the breed of this dog) she can kennel the dog, as is allowed by the Rules and Regulations, or add an invisible fence to help secure the dog. We will also ask that the homeowner sign a "hold harmless" clause.

Discussion: 6698 Wildflower Dr. (antennae)
Conclusion: Homeowner replied to letter sent by legal counsel stating that he would have the antennae's removed. However, due to the ground being frozen he would like to extend the time frame to May 1st to allow him to

comply. The Board agreed to this time frame. **Kelly will have Gassen send a letter back** stating this and reminding him that he has been notified of this violation several times in the past. As for him asking for the Board's help in getting this Rule amended, he will be advised that in order to amend any portion of our bylaws, articles of incorporation, or declaration you must go through the proper procedures. These procedures are outlined in the governing documents.

Discussion: 6698 Wildflower Dr. (request for mailing list)
Conclusion: **Kelly will ask Gassen for a copy of Statute 13** (that the homeowner refers to). It is the Board's current belief that the Association is not a public entity therefore does not follow the same laws as a public entity. That any Association business that he may have that needs to go out to all homeowners must go through the proper channels (it needs to be sent to the Board for approval prior to going out to members). The Board is denying his request for a copy of the Association mailing list due to safety concerns for the members of this Association. Nor is the Board sending out the "ballot" and letter as requested by homeowner due to this not being an official document and not following the proper procedures. **Kelly will notify Gassen to send a letter stating all of the above.**

Discussion: 6535 Foxtail Ct. (ice rink behind home)
Conclusion: It is not possible to have this removed at this time (due to it being frozen). **Kelly will ask that Gassen send the homeowner a letter** stating the Rule that does not allow any type of rink and ask that the homeowner not put the ice rink up in the future.

Discussion: It was brought to the Board's attention that the governing documents for the Association are, possibly, not on file with Washington County.
Conclusion: **Kelly will ask Deb to make sure that they are on file with Washington County** (if not currently, then go through the process of filing them).

Discussion: The Board would like to consider the idea of implementing a fee for not filing the appropriate architectural applications prior to work beginning. It has been brought to our attention that people are often doing this after the work has already begun or not doing it at all.
Conclusion: This will be discussed again in the future.

XV. Future Meeting Dates

We will try to arrange our next meeting as a Board meeting and the 2nd transition meeting with Gassen. The tentative date is April 24th at Scott's home.

XVI. Adjournment

9:32 pm

Minutes submitted by: Alicia Farbstein