

# ***Pine Summit Single Family Homeowners Association***

## ***Board Meeting Minutes***

April 24, 2007

Board Member Domeier's Home

### **I. Roll call**

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

### **II. Call to order**

6:05 pm

### **III. Approval of minutes & agenda from last meeting**

Scott made a motion to approve the agenda. All Board Members approved. Kelly made a motion to approve the minutes of the February 6, 2007 Board meeting. All Board Members approved.

### **IV. Spring Inspection Report**

- a. Maintenance: Indigo Ct. needs a replacement tree in the Island. Notices are being sent to homeowners that have been in their homes for over a year and not completed sod installation. General notices are being sent to several addresses for sheds, yard maintenance, etc. Mailboxes will be repaired/replaced by Association (4 as of now).
- b. Board will receive copies of all notices sent from Gassen in their monthly update packets.

### **V. Financial Report**

- a. Monthly Financials: **Scott is meeting with the Gassen Controller on 4/27 to discuss errors in the budget.** \*Accounts receivable error lists \$17,895.62, accounts are \$2292. \*Association fees should state \$29,000. \*Total profit/loss is estimated +\$8000.
- b. Outstanding Billing Judgements: as of April there are 20 for fiscal year 2006-2007. 8 of those only owe late fees.
- c. Billing for the next year will start June 1 and go out with the option to pay all at once, make two payments, or pay monthly with automatic withdrawal.

Kelly made a motion to approve the above payment plan. All Board members approved.

### **VI. Committee Updates**

- a. **Maintenance:** Next meeting to be held the first week of May.

Outdoor Images will be completing the regular maintenance of the Association. This will include fine mowing along Meadowgrass, 65<sup>th</sup>, and outlot J. They will be split seeding the street side of the 65<sup>th</sup> ditch.

Bids are being taken on the 65<sup>th</sup> Street berm in hopes to start the project soon.

- b. **Architectural:** Will try to get together soon with committee.

Lee has received 6 signed maintenance agreements back. **Lee will talk to Dan about getting information regarding water connections for the monument islands. Lee will talk to his committee about the possibility of making an inventory list of all of those with decks, etc. and sending maintenance agreements out to those houses.**

- c. **Social:** Next meeting to be held in the next week or two.

There are 11 homes signed up for the garage sales so far.

The Carnival will be held on July 21 at West Draw. **Deb will find out about getting a rider on our insurance for an inflatable bounce house.**

The social committee will be getting things together for National Night Out Block Parties on August 7<sup>th</sup>.

- d. **Nomination:**

Nothing.

## VII. Website

- a. **Deb will find out how to go about allowing homeowners to advertise on the website.**
- b. There is no personalization available (adding our logo, etc.)

## VIII. Newsletter

- a. **Printing**

Alicia can email directly to the Archdiocese print shop when they're ready to go. **Alicia will print off labels** for them and Scott will have the print shop print them, put on labels, post, and mail them. They will bill the Association directly.

- b. **Info. for upcoming (June) newsletter:**

\*Reminder that mailboxes are maintained by the Association. \*Include a calendar of upcoming events (including Board meetings). \*How to advertise your home businesses/babysitting, etc. on the website

## IX. Holding "open" Board meetings

We will begin posting, in the newsletter, the month that our next Board meeting will be. If someone contacts Gassen about coming to the meeting. It will be allowed. The Board will find a public place to hold the meeting and the first 15 minutes will be dedicated to "membership forum". If there are items following this that are sensitive, the Board will opt to hold an Executive session after the membership forum to finish the meeting. If there is a time when more than 15 minutes is necessary, the homeowner will have to request a "special meeting" of the Association and follow the guidelines in the Governing documents to get that.

## X. Rules and Regulations update

All of the packets that have not been delivered **will be delivered by Board members in the next week.** Alicia will retain a list of the homes who received the packets that were delivered by a Board member rather than by certified mail.

## XI. Old/New Business

Discussion: The question was brought up if we continue with Gassen after the current contract is up in November?

Conclusion: The Board decided to continue our evaluation of Gassen until the next meeting.

Discussion: 6927 Sunflower Circle fence (unapproved 5 ft. fence)

Conclusion: The fence has been lowered, as requested, to a 4 ft. height. However, the homeowner was unwilling to sign the hold harmless clause because of her dogs.

Discussion: 6698 Wildflower Dr. (antennae)

Conclusion: Will let Gassen know that if the homeowner wishes to meet with us that he may, but only homeowners (no one from amateur radio group). Suggested alternatives to the antennae are a flagpole antennae or one that goes inside of your attic.

Discussion: 6698 Wildflower Dr. (request for mailing list)

Conclusion: **Kelly will check with Deb to make sure that this has been dropped.**

Discussion: 7200 Meadowgrass

Conclusion: **They will be receiving a letter asking for an Architectural Application and Maintenance Agreement to be filled out and returned for their deck.**

Discussion: 6940 Prairie and 6951 Sunflower

Conclusion: **Notices are being sent asking them to complete and maintain their yards.**

Discussion: 6950 Wildflower Dr. S request for Board to attend Marathon community action meetings.

Conclusion: The Board is unable to attend these meetings due to time commitments. This is a personal decision if the homeowner wants to attend and report back to the Board. This Association is not big enough to have any real pull with what goes on at the refinery.

Discussion: 6580 Wildflower Dr. S

Conclusion: Melissa and Kelly have spoken with him about putting a fence on his property. He is aware that he needs to have approval from the Architectural Committee prior to installing the fence and it was requested that he consider waiting until after the berm work is finished as to not be in the way of the Association's work on the berm area.

Discussion: 6544 Wildflower Dr. S

Conclusion: Alicia spoke to homeowner on the phone about fence possibilities for her home. Alicia told her that it needed to be black coated chain link, but other than that she needed to contact Gassen or could email the Pine Summit email address to get more information.

**XII. Future Meeting Dates**

July 22 at Kelly's home

**XIII. Adjournment**

8:50 pm

Minutes submitted by: Alicia Farbstein