

## ESTATES AT MEADOWWOOD III HOA BOARD OF DIRECTORS MEETING

November 12, 2014: Meeting called to order at 3:15 p.m. – and adjourned at 5:07 p.m.

Newcombe's residence: 1301 N. King James Lane

Attending: Remy Newcombe, Greg Kautz, Steve Wampler, Terri Schmarr.

From WEB Properties: Bill Butler and Andy Butler

### Minutes

1. Reviewed budget/financial position to date and discussed YTD estimates.
  - Greg motioned and Steve seconded that the landscape lighting of \$1655 will be taken out of the Reserve Account and paid back to the Operating Account.
2. Dues invoices for 2015:
  - Greg motioned and Steve seconded that we raise the dues by 15% to \$660 a year and that we offer the split payment option from last year. A homeowner must pay half (or \$330) by March 31, 2015 and pay the remaining balance of \$330 by July 31, 2015, so as to not incur late fees.
  - The increased dues will raise our income to \$50k, which is the threshold that a state mandated independent CPA audit (cost ~\$6700) is needed, unless we have a 67% home owners vote to not do an audit. HOA's may vote **annually** to waive an audit as it has to be voted on each year. The Board may suggest to homeowners that an audit be done every 3 years, but if waiving the audit a vote must be held each year.
  - WEB will send out an email to Homeowners stating the Board has voted for a 15% Dues Increase for 2015. Remy will edit Bill Maier's original Reserve Study one-page summary and send to WEB to include in the email.
  - In the mailing for the 2015 Dues invoices, Andy will include a copy of the new Rules & Regulations for PODS, solar panels and satellite dishes (note: Terri will need an electronic copy to send to our Webmaster to post on the EMW III website).
3. Current project status report:
  - The Fall sprinkler blowout has been completed.
  - The Fall clean-up will be completed by next week.
4. Review projects for 2015:
  - Review bids for 2015 Landscaping: Andy has received a bid from Haase. He will also contact Specialty and Graining. Andy will contact Greg to be available when the walk-through is scheduled with these new vendors. (note: need pre-emergent applied for town home's flower beds)

- Drainage grate collars – The Board agreed to the alternative suggested by WEB to do one swale drainage collar using the Roman stack “circular block” approach that was an example attached in the October monthly Report and Financial statements. Once completed, the Board will review.

5. 2015 Budget preparation:

- Andy led the discussion reviewing the Actual/Budget Fiscal Year Analysis, making suggestions to various line items.
- The townhome landscape pass-through overcharge for the remaining \$697.46 will be resolved in 2015.
- Andy will include annual Street cleaning for ~\$1200.
- Birch tree replacement on Mission Avenue will be ~\$375; paid out of Reserve Account.
- Tree injections for birch trees are \$8 a tree
- Bark refreshing will cost about ~\$1200 and needs to be done in 2015
- The Rain/freeze sprinkler monitor will cost ~\$250.
- The storm drains will need to be vacuumed. WEB will ensure all drains are located.

6. BOD/WEB/homeowner communications:

- WEB will continue to maintain contact database for emails and agreed to send out Emails for newsletters, meeting notices, community events and special project updates.
- Gate code maintenance: Andy trained with Bill Maier and contacted Rick at Ornamental Gates, who wants Andy to have an in-line modem for the proprietary software to be downloaded.
- Andy’s drive-bys are twice a month on every other Wednesday, and he is in the area every week. The Board will notify Andy of anything that seems remiss for him to review.
- The Board and WEB agreed that email communication is working, as long as we “Reply to All”, so everyone can see the email string.
- Once the Board has reviewed the Monthly Reports and Financial Statements, please “Reply to All” so WEB knows we have reviewed.
- The Board decided that WEB does not have to include copies of every single invoice in our monthly report, since the dollar activity is noted in the General Ledger. If there is a particular invoice the Board would like to review, we will contact WEB to email.
- WEB agreed to email the “draft agenda” for future meetings; the Board will review and suggest any edits, additions and “reply to all”.

7. New business

- Next meeting will be in January.

Respectfully submitted,

Terri Schmarr

HOA Secretary/ Treasurer