

## **Estates at Windermere Homeowners Association Board of Directors Meeting – February 23, 2005**

### **QUORUM ESTABLISHED:**

- Present: Danny Humphress, Joe Relich, Todd Rule, Kathy Sheppard, Dan Zanini

Meeting convened at 6:40pm by Humphress. Proof of Notice verified by posting at the Exit Gate of the Association.

### **APPROVAL OF MINUTES:**

A motion to approve the prior Meeting Minutes (3 sets), with the corrections identified, was made (Rule/Humphress). Motion carried.

### **TREASURER'S REPORT:**

Ms Shepard led a discussion on Miscellaneous Reserves on the Balance Sheet. A motion was made (Sheppard/Rule) and carried to reduce the amount of the Miscellaneous Reserves by the Prior Year Loss of \$6538 showing on the month end balance sheet.

To-Do: Rumely will relay minutes to Leland accountant.

Ms. Sheppard presented a recommendation from the accountant to do a compiled financial review at a cost of \$550. A motion was made (Sheppard/Rule) and carried to reject this recommendation from the accountant.

### **LANDSCAPE COMMITTEE:**

Janis Zanini provided a written report for record. After some discussion, the Board decided to purchase 7 trees instead of 5. Ms. Sheppard will contact Water Werks for the job. If they are unable to complete the job in 2 wks, Mrs. Rumely will contact her resource.

### **MANAGER'S REPORT:**

Ms. Rumely summarized activities during January. On pending issues the Board decided as follows:

- Retention pond cleanup-Ms. Sheppard has identified a contractor (Mark Campbell) and checked their insurance; she will provide the bid to Board by email as it is lower than 2 prior bids; Humphress stated this is acceptable as long as the contractor has liability insurance.
- Homeowner appeal of late fee- A motion was made (Sheppard/Zanini) and carried to waive the late fee
- Refundable deposits-Ms. Rumely reported that preliminary research shows that this item has been on the balance sheet back to 1997.

To-Do: Ms. Rumely will determine how to reconcile and remove this amount with the accountant.

### **ARC REPORT:**

Mark Sheppard reported on a few submissions and the committee's plans to handle them.

### **OLD BUSINESS:**

- Sidewalk repair at 2405 Ridgewind residence is pending; awaiting Water Werks
- Insurance coverage for tennis court and tot lot-\$500/yr increase in premium presented by Hillcrest insurance led to discussion by Board. The Board requested Ms. Rumely send them copies of the current policy for review; decision on accepting this premium was postponed to next meeting

To-Do: Rumely to send copies of insurance policy to Board.

- McKinnon sod-Ms. Rumely reviewed the sod bids gathered previously. The Board directed Ms. Rumely to update the quotes and provide this info to the Board for a decision by email.

To-Do: Rumely to email updates quotes to Board for decision on vendor

- Rules document-Dan Zanini reported that no work had been done but he would begin the consolidation effort.

### **NEW BUSINESS:**

- Irrigation System acceptance-Ms. Rumely reported that PLM's irrigation division has agreed to accept the system as it is. No major repairs are needed at this point in time, but the Irrigation Supervisor has requested a budget limit for monthly improvements. After discussion, the Board directed that \$100/month is the maximum and planned improvements should be discussed with Ms. Zanini, Landscape Chair in advance. The Board also wants a price list of the most common parts and hourly labor charge. Ms. Rumely should also mail a copy of PLM's monthly irrigation inspection report to Ms. Zanini.

To-Do: Rumely to get parts price list from PLM and mail copy of monthly irrigation system inspection to Ms. Zanini.

- Road and storm drainage inspections-The Board directed Ms. Rumely to get three bids for a "comprehensive" inspection of the roads and storm drainage systems. Their expectation is that the engineer will take core samples and inspect the storm drains with a camera as needed.  
To-Do: Rumely to draft RFP for road and storm drainage inspection and get 3 bids by next meeting.
- Ms. Zanini reported that the caps for the white vinyl perimeter fencing are in need of some minor repairs and she is willing to purchase the necessary parts. The Board agreed to reimburse her.

### **ADJOURNMENT:**

Motion (Humphress/Zanini) made and carried to adjourn the meeting at 8:40pm.