

Minutes of the Cedarglen HOA Board April 14, 2016

The meeting was called to order at 7:10pm.

Those present were: Greg Stene, Bruce Miles, Farida Derhalli, Laurene Van Engelen and Amber Stene.

This meeting was dedicated to the primary goal of addressing the new budget for the upcoming fiscal year.

The budget was reviewed line by line.

It was noted that budget numbers used have varied very little from 2014. After extensive discussion, it was noted that probable increases could be expected for water, sewage, and payment on the land lease to Fenton/Krause.

Due to the large payment for our waterline repair, current Reserves are quite low. Discussion ensued as to whether monthly fees or annual assessment should be increased.

No decision was made regarding increase of either. Greg and Bruce are going to meet again to offer a budget within same dues as we have currently (which will place us in a very stringent position for unplanned expenses), and have a second budget with increases. Both will be discussed at the next meeting on May 23rd.

The annual meeting was scheduled for June 13.

Meeting adjourned at 8:20 pm.

Respectfully submitted,

Laurene Van Engelen

Minutes of the Cedarglen Unit Owners Association Annual Meeting – 6/27/2016

Meeting was called to order by Bruce Miles, the acting Chairman of the HOA board at 7:10 p.m.. Unit owners in attendance were: Diane George, Greg and Amber Stene, Oleg Semenov, Ethel Birnbach, Caroline McDowell, Nobuyo Mizano, Jo Anne Walter, and Renee Ignacio. Nancy McGann arrived towards the end of the meeting. Laurene Van Engelen and Thomas and Sara Urban were represented by Bruce Miles by proxy.

Bruce served as acting chair due to Greg Stene's withdrawal as chair due to injuries received earlier in the year. Board members in attendance were Bruce Miles, Greg Stene, and Caroline McDowell. Farida Derhalli was unable to attend, nor was Laurene Van Englen who was vacationing in Kenya.

The minutes of the last Annual meeting on 7/22/2015 were approved.

The Treasurer's Report as 5/31/2016 was given and discussed. – Note: This is 11 months of reporting due to the change to a June Annual meeting date.

	<u>6/30/2015</u>	<u>5/31/2016</u>	<u>Change</u>
Cash in Bank	\$3,851.51	\$ 808.69	\$ (3,042.82)
Short Term Savings	6,350.80	5,878.80	(472.00)
Long Term Savings	16,661.29	22,348.48*	5,687.19
Annual Assessment	10,442.00	6,109.48	(4,332.52)
Current assets	37,305.60	35,145.58	

*Long term savings as of 6/30/2016 are \$26,398.00

A Budget Report was given.

- a. Income – significant items: We got a boost of almost \$4,000 from owners who were seriously past due with their dues and had to clear their arrears when they sold their condos. We had a \$500 move in a fee, and we collected \$665 in late fees
- b. Expenses – significant items
 - i. The biggest single expense was the required revamping of our incoming water valving to our condo groups. Our share of the expense was over \$16,000.
 - ii. For 11 months of water and sewer we would normally pay \$20,000 by the end of May, however due to a small leak in the four condo group up the hill and a big, hidden leak at our fire hydrant we're more than \$6,000 over budget. Those two items add up to \$22,000 in unexpected expenses. Thankfully we had \$12,000 in current assessment funds and \$10,000 in past assessment funds to help cover these.

- iii. Other increases of note: Garbage fees are up over \$500 for the year due to a small increase in their monthly rate and they are now charging us for overloaded trash cans. Owners were asked to borrow your neighbor's unused "space" in their cans. - We spent \$500 more than budget for pest control due to a serious wasp infestation at a couple of condos and a short term rise in rat problems. Thanks were given to all who are not feeding wildlife anymore. - We spent \$700 more in tree pruning and removal than budgeted this year, but this should be a light year ahead. - We spent almost nothing for roof and gutter cleaning this past year in light of the unknown amount of the water bills and plumbing repairs. We'll go ahead this year. - The interest charged by Fenton and Krause on our purchase of the land we're sitting on has gone up \$44 per month for each of them for a total of \$1,056 more per year we'll have to pay. Just for some perspective on these particular items, of the average \$8,000 we spend every month, \$2,500 of that goes to the land purchase. --
- iv. A pleasant note: we have dismissed our landscape firm and engaged the one that handles Glennbrook Ridge. Over the year they will charge about the same.
- v. Regarding the budget going forward Bruce reported there's good news on the water front. We just got our May water bill which covers approximately two weeks before and after the fire hydrant leak was fixed and the usage is down considerably (8000 gpd vs. 6700 gpd for the whole complex). Hopefully the June bill will be even lower. Our bills will still be higher than normal since the sewer rate (which is 2.3 times the water rate) is based on our winter usage during the leak. As soon as we have good proof that our leak days are over Tony Wilson over at Glennbrook will lead the appeal with the City Water Bureau to get a rebate... of some kind. -- With this information we estimate our water bill will for the time-being be \$150 per month more than last year's pre-leak average... with cooperation our garbage bill will be \$35 per month more, the land purchase adds \$88 per month and the two year's worth of roof and gutter cleaning will add \$212 per month when averaged out. Readjusting some other budget estimates down I still show an increased budget need of about \$350 per month spread across all 22 of the condos.
- vi. How to cover the extra expense was discussed and the owners expressed an interest in keeping the dues at \$320 per month. Bruce proposed increasing the Annual Assessment from \$576 for the year, (which averages out to \$48 per month) to \$792 which works out to \$18 more per month. The increase was approved after some discussion.
- vii. According to the CC&Rs the Board of Directors can set the annual assessment at a number less than the maximum that the ownership has agreed upon. A motion to increase our annual assessment to \$793 was

moved and approved by acclamation. The Board will assess \$792 per year beginning July 1. This new amount works out to \$198 per quarter for those who pay that way.

- viii. If we end up with excess funds later in the coming year the owners discussed making repairs and modest improvements to the property. Replacing the rotting asphalt edging around all the drives and parking areas (Glennbrook is interested in doing that with us), the fencing behind the 4755 Building, ivy removal and more natural landscaping. The board will wait until we get a better view on our expenditures.

The question was raised, should owners be allowed to rent out a room to a co-tenant? The homeowners did not agree to this. No change to the CC&Rs was made.

Important issues of the past were discussed. The troublesome tenant of 4801-A has left and a construction firm has purchased the condo and is remodeling with the intent of “flipping” the property we are told.

The Board will insist that before homeowners make any significant change to the appearance of the exterior of their condo they will need to obtain from and then submit to the Board an Architectural Change Request form. The owners’ and therefore the Board’s desire is to make sure any changes are in keeping with the style of the current architecture and color scheme. If the changes are in keeping with the current style then approval is very likely. If changes are clearly different than the norm and not approved, the Board can legally prevent the changes or require compliance. We don’t want to do that!

Outdoor cats were an issue with some condo owners. A recent two month stay by a small pack of coyotes in the neighborhood seemed to have resolved that problem.

We still seem to have a pet waste problem in some of the lawn areas. If perpetrating owners are caught fines and reimbursement for clean up will be sought.

The terms of our board members Greg Stene and Farida Derhalli come to an end on June 30, and we needed to choose two new board members to replace them. None of the attendees was interested in serving so the Board will remain at three members until additional members can be recruited by the Board.

The meeting was adjourned at 8:45 p.m.

Submitted by Bruce Miles 7/5/2016

Cedarglen HOA Board of Directors
Minutes of the Board Meeting held 7/5/2016

Due to time constraints and the illness of one board member, our first board meeting of the new fiscal year was held electronically through email. Attending were all three board members, Bruce Miles, Laurene Van Engelen, and Caroline McDowell.

Only two issues were discussed. The Board unanimously approved the 2016-2017 Budget it had developed, and officers of the Board were selected.

Bruce Miles will serve as Chairman and Secretary, and Caroline McDowell will remain as Treasurer.

The members affirmed they would seek two more homeowners to serve on the Board over the coming weeks.

A date was not set for the next Board Meeting.

Submitted 7/6/2016

Bruce Miles

Cedarglen HOA Board of Directors
Meeting Minutes 9/27/2016

1. Members in attendance: Bruce, Caroline, Laurene, Farida, Nancy
2. Meeting called to order 7:05 p.m.
3. Minutes of the last meeting approved
4. Addition of 2 members to the Board on 9/13 noted. Farida Derhalli and Nancy McGann were welcomed.

5. We are building cash reserves due to lower water bills:

<u>Month</u>	<u>June</u>	<u>July</u>	<u>August</u>
Checking	\$ 607	\$3,690	\$4,401
Savings	\$ 573	\$ 573	\$ 573
Assessment 2016	\$6,109	\$6,109	\$6,109
Assessment 2017	-	-	\$ 802
Total Short Term \$	\$7,289	\$10,372	\$11,885

6. Water bill has dropped from \$2,700 to less than \$1,700 so we should be on budget
7. Roof and Gutter Cleaning, of about \$6,000, re-approved unanimously. We've gone three years without.
8. Recent expenses of note: Sewer leak under Hector & Renee's house turned out to be a false alarm, Wasp removal at Stene house, smell inspection at Stene house
9. We will proceed with the required Insurance review
10. Property management issues were discussed.
11. There was no other business. Meeting closed 7:55 p.m.

Submitted by Bruce Miles, Chairman and Secretary, 9/28/2016

Cedarglen HOA Board of Directors
Meeting Minutes 11/22/2016

Board Members in attendance: Bruce Miles, Laurene Van Engelen, Farida Derhalli, Nancy McGann. Caroline McDowell is out of town.

The meeting was called to order and the previous meeting's minutes were approved.

Bruce Miles legitimacy as a member of the Board was brought into question earlier in the year by a resident. The stated cause was that he is a renter not an owner. A legal determination by the Association's lawyer after review of the CC&Rs and State law showed that Bruce is a legitimate Board member in that he was appointed by Urban Properties, owner of his condo residence, to represent the owner on the Board.

Due to a modestly increased Annual Assessment and the lack of any major expenses we have been building up our cash reserves for future major expenses, such as roofing replacement.

Due to the water valve repairs and the discovery and repair of a leaking fire hydrant the Cedarglen portion of the water/sewer bills had dropped for \$2,700 a month to an average of \$1,700.

Because we delayed our roof cleaning by two and a half years due to tight finances, our combined roof and gutter cleaning this winter will be about \$7,000.

There have been a couple of minor thefts from residents' cars and one of delivered packages from a front door. The question was posed: do we want to invest in a video surveillance system for the condos? The response from the board and visitors was no.

Bruce said he would buy spigot covers for anyone who needed one. The Board would survey in the spring for any outside repairs or paint damage.

The meeting was adjourned.

Submitted by Laurene Van Englen 12/1/2016