

Cedarglen HOA Board of Directors
Meeting Minutes 5/23/2017

Members in attendance: Bruce Miles, Laurene Van Engelen, and Caroline McDowell. Nancy McGann was unable to attend and had appointed Bruce Miles as her proxy. Residents Pam Quale and Amber and Greg Stene also attended.

Meeting was called to order at 5:40 p.m. and the minutes from the previous board meeting were approved.

Bruce announced that we are building cash reserves. At the time of our last meeting we had almost \$30,000 in Long Term Savings for capital projects (re-roofing) and \$16,000 in Annual and Special Assessment money. We spent \$7,000 from the Assessment funds to pay for the long overdue Roof and Gutter cleaning and repair. At our current rate of saving we will soon have \$36,500 in Long Term Savings and \$17,000 in Special Assessment funds.

CC&R provision 17.1 states that the board can take any overassessment funds and reserve them for future capital needs. The chair asked the Board to approve such a move with remaining 2016-17 Assessment funds and the motion was made and passed.

We have one condo ownership that is seriously delinquent and when their payments are collected that will be another \$3,000, about \$2,000 of that will go toward the 2016-17 Special Assessment.

Water bill has dropped from \$2,700 18 months ago to an average of \$1,600 today. Our garbage collection bill has dropped about \$70 a month when they stopped collecting for four non-existent condos.

The Board decided to fill the one empty director position and voted Amber Stene to the Board. Director Nancy McGann will resign her position by the June 27th Annual meeting so that one-year position and three two-year positions will be voted for at the Annual Meeting. The meeting ended at 6:18pm.

Respectfully submitted by Laurene Van Engelen, 6/1/17

Cedarglen Unit Owners Association
Annual Meeting – 6/27/2017 – Agenda

Fifteen of the 22 residences in Cedarglen were represented by owners at tonight's meeting and 3 more were represented by a proxy.

The meeting was called to order about 7:10 p.m. and a Quorum was established. Board members were introduced.

1. A discussion was held on how tradition has minutes for meetings that are only held annually to be approved within a much shorter period of time such as a month. In those cases the minutes are approved by a select committee such as the Board of Directors. It was generally agreed upon that this would be our procedure going forward. The attendees did go ahead and approve the minutes of the last meeting 6/27/2016.
2. Treasurer's Report 5/31/2016 – Note: This is 11 months of reporting due to the change to a June Annual meeting date.

	<u>5/31/2016</u>	<u>5/31/2017</u>	<u>Change</u>
Cash in Bank	\$ 808.69	\$2,320.54	\$ 1511.85
Short Term Savings	5,878.80	572.80	(5,306.00)
Long Term Savings	22,348.48	34,921.90	12,573.42
Annual Assessment	6,109.48	14,843.48	8,734.00
Current assets	35,145.58	52,658.72	17,513.14

As noted by the last number in the right hand column our total cash in bank had increased \$17,000 over last year. Of that more than \$14,000 was Assessment money that had not been spent.

3. Budget Report
 - a. Income – significant items
 - i. We had \$1,000 in new homeowner move in fees.
 - ii. We collected \$214 in fees administering extended assessment payments and \$210 in late fees
 - iii. We have one homeowner (who we cannot identify by name in this setting) who is refusing to pay monthly dues or annual assessments and has racked up over \$3,300 in past due amounts including interest and penalties. When this matter is resolved the association has the right to seek reimbursement for our legal fees which so far are \$1,000.
 - b. Expenses – significant items
 - i. The biggest single expense was the cleaning of our roofs and gutters after a 3 year gap since the previous cleaning. We paid over \$7,400.

- We had to hold off due to our financial position after the \$16,000 plumbing repair & additional water/sewer charges from year before.
- ii. We have spent \$5,000 less on water and sewer fees so far this year due to the repairs on the main line and the fire hydrant.
 - iii. Other expense changes of note: Garbage fees are a bit lower since we discovered they were billing us for 26 condos when we only have 22. That lowered our bill but their per unit rate has gone up a bit and they are charging us for overloaded trash cans. Please ask if you can borrow your neighbor's unused "space" in their cans. - We have luckily had very little of a rat problem so our pest control numbers are down. Thank you to all who are not feeding wildlife anymore. It's fun to watch those critters, but the rats do love the leftovers. - 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 for a total of \$2,600 we'll have to pay each month. Just for some perspective on these items, of the average \$8,400 we spend every month, \$2,600 of that goes to the land purchase or about 31% --
 - iv. A pleasant note: we engaged the landscape firm that handles Glennbrook. They charge less over the year and do a much better job. Thanks to Diane, Nancy, and Pam for their oversight.
 - v. Over the next couple of months we will transfer all of the unused Assessment money from this past year into our long-term savings fund, also known as our Reserve. We will continue to hold those funds as a trust towards future, major capital expenses which we have determined are our roof replacement (estimated to be approximately \$100,000 for all buildings) and now possibly for painting and dry rot repair to our exteriors. When this is done we will have over \$50,000 in the Reserve fund.
 - vi. Right now our dues are \$320 per month and our Annual Assessment \$792. The Board has seen to reason to change either amount for the coming year. The homeowners did have a long discussion on the potential shortfall if and when the roofs need replacement, and the possibility of increasing dues and assessments going forward to avoid a big financial hit. The homeowners approved the budget proposed by the Chair and keeping the dues and assessment the same for now.

This year Appleton has promised to send out invoices for the full amount of the assessment on June 28th and will clearly offer options for those who would like to pay over time.

- c. Important issues of the past were discussed briefly: Difficult Renters appear to have left the property, and a reminder was issued to use the Architectural Change Request form when you want to change the outside of your condo.
4. Also discussed: Last year's minutes will be sent to all owners as will this year's. A problem paint and repair request for owners will be issued soon so we can

determine the extent of work needed. After inspection, and if needed, a drainage expert will be consulted regarding the swampy area behind the 4801 building. A sump pump expert will be brought in to identify and maintain all of our sump pumps. In the future sump inspection will become a yearly event. Nate of Truline Construction, who did our moss and gutter cleaning will be asked to survey our roofing situation.

Homeowners were reminded that problems that require HOA attention should be reported to either the property manager at Appleton Properties, or the Chairman of the HOA. They can bring the quickest action. One homeowner reported an unusually severe problem with wasps and an extermination company will be contacted to assist.

5. New board members – The two-year terms of Current Board members Laurene Van Engelen, Caroline McDowell, and Bruce Miles would expire on June 30th, so an election was held for those positions. In summation Caroline McDowell, Diane George, and Bruce Miles were elected to those positions. Nancy McGann will resign from her term on June 30th and Pam Quale was elected to serve out the remaining year of that term. Amber Stene had been selected a month before to serve the remainder of the other term which expires next year.
6. The meeting was adjourned at about 8:20 p.m.

Respectfully submitted by Laurene Van Englen, Secretary, June 28, 2017

2017_07-05 Cedarglen Unit Owners Association Meeting Minutes

Organizational Meeting of New Board 5 July 2017 (As per Article VI)

All 5 board members attended: Diane George (2 year term), Caroline McDowell (2 year term), Bruce Miles (2 year term), Pam Quale (1 year term), Amber Stene (1 year term)

Meeting began 10:05 AM

1) Election of new officers:

- a. Chair: Bruce Miles
- b. Secretary: Pam Quale
- c. Asst. Secretary and Webmaster: Amber Stene
- d. Treasurer: Caroline McDowell

All 5 board members have an equal voice

2) Discussion:

- a. Routine board meetings will be scheduled in advance, notice to all owners as required
- b. General procedures discussed
- c. Reviewed Article VIII – Officers
- d. Previous meeting minutes will be available at meeting; also approved minutes emailed to all owners
- e. Problem/repairs requests have been solicited from owners with only one response to date.

3) Action Items:

- a. Barrier to be placed above wall at end of 4703A ASAP (Temporary warning barrier placed: July 05, 2017)
- b. General Meeting will be announced for early fall (Aug 9-TBD)

Meeting adjourned 11:05 AM

Respectfully submitted Pam Quale, Secretary, July 05, 2017

2017_08-09 Cedarglen Unit Owners Association Meeting Minutes

1. Call to order: 10:00 AM
 - a. In attendance: Board: Bruce Miles, Diane George, Pam Quale, Caroline McDowell. Absent: Amber Stene, medical excuse
 - b. Reading of minutes for last meeting, date 2017_07-05
 - i. Approved
2. Business to attend to this year:
 - a. Review rules, regulations, history to revise guidelines for:
 - i. Parking
 - ii. Trash
 - iii. Outward appearance of buildings
 - iv. Plantings (landscape committee)
 - b. Review and create guidelines for new owners and renters
 - i. Communicate such with residents
 - c. Survey exterior repairs needed:
 - i. Diane 4621 and 4755A,B,C, Bruce 4725 & 4703, Pam 4801 & 4755D
 - d. Reassess duties of property management role:
 - i. Monthly management duties (review current contract)
 - ii. Develop tracking system for routine inspections, i.e.:
 1. Sump pumps (Pam to find sump pump letter)
 2. Dryer vent cleaning
 - iii. Paying monthly bills, contractors
 - iv. Advise on rules and regulations applicable to Cedarglen
3. Unfinished business.
 - a. Status of late payments – TBD
 - b. Guard rail fence for 4703A - Have 1 estimate, need 2 more.
4. Announcements.
 - a. Bruce has recycling guidelines and toilet test kits for all.
 - i. Bruce to write accompanying letter
 - ii. Board to distribute
 - b. Many thanks to owners and renters who keep the grounds around your homes looking good.
5. Adjournment: 11:15 AM

Secretary Approval: Pamela Quale 08-09-2017

2017_09-04 Cedarglen Unit Owners Association Meeting Minutes

1. Call to order: 6:30 PM meeting held at address: 4621A
 - a. In attendance: Board: Bruce Miles, Diane George, Pam Quale, Caroline McDowell, Amber Stene.
2. Reading of draft minutes for last meeting dated 2017_08-09.
 - a. Approved with one change.
3. Treasurer's Report:
 - a. Over 50% of owners have paid annual assessment for this year. Several others have paid most.
 - b. Repair expenditures are upcoming after bid process for barrier fence and small repairs are completed.
4. Business:
 - a. Partial review of board documents, guidelines, rules from previous years and from CC&Rs, to create a new welcome and guideline packet for owners and renters ongoing; +discussion.
 - i. 7.1.2 "Adopt, amend, revoke, publish and cause to be enforced rules and regulations not inconsistent with the Declaration..."
 - ii. 12.1 to amend Bylaws via a special meeting and 75% vote.
 - b. Discussion/agreement projects over \$1000 require three bids. Projects under may proceed without competitive bids.
5. Special Reports for next meeting:
 - a. Review parking guidelines: Bruce
 - b. Review Architectural Approval form: Amber
 - c. Review/update Garbage, Recycling, Trash rules and regs. (Incl. new waste management requirements), Patio: Diane
6. Unfinished business.
 - a. Barrier fence on south of 4603A
 - b. Reassess duties of property management role:
 - i. Monthly management duties (Diane to review contract)
 - ii. Develop tracking system for routine maintenance, paying monthly bills, contractors
 - iii. Advise on rules and regulations applicable to Cedarglen
7. New Business:
 - a. Create ongoing list of yearly maintenance items: i.e. dryer vents, pest management.
 - b. Decision to be made about how to proceed with required vent cleaning for all (including payment and schedule).
8. Announcements:
 - a. Roofing expert assessed roofs during summer reported roofs may have as much as 4-5 year lifespan (possibly 2021-2022) per Bruce.
 - b. Bruce has recycling guidelines and toilet test kits for all (will write accompanying letter – Board to distribute)
9. Meeting Adjourned 8:13 PM

Secretary: Pamela Quale, September 10, 2017

2017_10-05 Cedarglen Unit Owners Association Meeting Minutes

Final – approved as amended

1. Call to order: 10:00 AM meeting – 4621A
 - a. In attendance: Board: Bruce Miles, Diane George, Pam Quale, Caroline McDowell, Amber Stene.
2. Reading of draft minutes for last meeting dated 2017_09-04.
 - a. Approved
3. Old Business (ongoing):
 - a. Bid process for barrier fence complete:
 - i. Agreed on Dick's Fencing
 - b. Repaired roofs 4703A, 4801A
 - c. Re-assess duties of property management role: (future)
 - i. Monthly management duties (Diane to review contract)
 - ii. Develop tracking system for routine maintenance, paying monthly bills, contractors discussion
 - iii. Create ongoing list of yearly maintenance items: i.e. dryer vents, pest management (rat traps, termite inspection), sump pumps.
4. New business.
 - a. Reviewed rough drafts of rules/guidelines, to create a new welcome packet for owners and renters ongoing – parking, garbage, yard debris, decks and patios, general exterior appearance.
 - i. Gave editing suggestions will bring draft to next meeting.
 - ii. Recommendation: Date all new policies and notes
 - iii. Toilet test kits for all (Bruce will write accompanying letter – Board to distribute)
 - b. Dryer vent cleaning event for all (including payment and schedule) in planning - Caroline will research and report back.
 - c. Parking: collect vehicle information for all residents.
5. Meeting Adjourned 11:53 AM

Secretary: Pamela Quale, October 5, 2017

2017_11-09 Cedarglen Unit Owners Association Meeting Minutes – Final

1. Call to order: 10:00 AM meeting - Rec. Center
 - a. In attendance: Board: Bruce Miles, Diane George, Pam Quale, Caroline McDowell, Amber Stene.
2. Reading of draft minutes for last meeting dated 2017_10-05.
 - a. Approved as amended
3. Old Business (ongoing):
 - a. Bid process safety fencing 4703A – (Diane previously got bids for hardi-plank) Board approved aluminum (looks like wrought iron – Home Depot)
 - i. Bruce to order fencing now - will get bids on installation as materials delivered
 - b. Re-assess duties of property management discussion and research to continue. (Diane)
 - i. Monthly management duties
 - ii. Develop tracking system/list for routine maintenance (gutters, dryer vents, roof, painting, pest control –rat traps - termite inspection, sump pumps), monthly bills, research and discussion ongoing.
 - iii. Welcome packet for owners: Discussed rules/guidelines for exterior appearance, patios, decks, and garbage cans – Diane draft proposal, ongoing
 - c. Parking plan - proposal (Bruce) discussion continue re. use of limited parking
 - d. Parking issue - Glenbrook
 - i. Letter from Glenbrook about parking discussed
 - ii. Board through Property Management will investigate hiring atty. to assess past information and get cost.
 - iii. Board will research past information for pertinent records.
 - d. Roof repair: 4755C complete
4. New business.
 - a. Dryer vent cleaning project.
 - i. Caroline presented report and bids
 - ii. Board voted to contract Aeroflex: will clean dryers inside and clean flexible pipe to roof.
 - iii. Caroline to explore schedule for cleaning
 - b. Website project presented by Webmaster Amber
 - i. Website completed pending approval and discussion of areas to expand and develop contact lists, and much more. Board to review – still in process.
 - ii. Website ready for board to review
 - iii. Goal: available to owners and renters January 2018
 - c. Pest Control – Walk property with rat control rep. and inquire about termite inspection (Bruce)
5. Meeting Adjourned 11:53 AM

Secretary: Pamela Quale, November 9, 2017

2017_12-11 Cedarglen UOA Meeting Minutes – Approved

1. Call to order: 10:00 AM meeting - Rec. Center
 - a. In attendance: Board: Bruce Miles, Diane George, Pam Quale, Caroline McDowell, Amber Stene.
Owners: Greg Stene, Lauren and Enrique Morayta.
2. Reading of draft minutes for last meeting dated 2017_11-09.
 - a. To be approved pending additions.
3. Old Business (ongoing):
 - a. Safety fencing 4703A – Caroline to pick up fence drawings from Pro Services of Home Depot, toward installation.
 - b. Property management review: discussion and research ongoing.
Discussion to move issue to top of list.
 - i. Monthly management duties.
 - ii. Develop maintenance chart and list of maintenance items. Diane took edits from November meeting – ongoing – Diane draft proposal ongoing.
 - c. Welcome packet for owners: Discussed rules/guidelines for exterior appearance, patios, decks, and garbage cans – Diane draft proposal, ongoing, to vote next meeting.
 - d. Parking plan – proposal (Bruce) discussion to continue; pending new information – ongoing.
 - e. Parking issue – Glennbrooke Ridge ongoing
 - i. Discussed letter from Glennbrooke about parking.
 - ii. Voted for Property Management to hire atty. to assess CCRs and past records – \$600.00
 - iii. Board will research past Cedarglen records (Dec 13) to present to atty.
 - f. Dryer vent cleaning project: Aeroflex was chosen.
 - i. Motion: Board approved for HOA to pay for cleaning.
 - ii. Caroline will develop schedule for cleaning.
 - g. Website discussion. Completed pending approval.
 - i. Owners and renters have access.
 - ii. Minutes are public info.
 - h. Pest Control – Bruce to walk property with rat control rep.
4. New business.
 - a. Gutter cleaning (only where needed) Pam get bid – Snuggs Services (suggested Appleton) more bids if over \$500.00
5. Meeting adjourned 11:25 AM

Secretary: Pamela Quale, December 11, 2017