

Officers:

Position	Name
President	Heather Murray
Vice President	Donna Astern
Treasurer	Bryan Carl
Secretary (Interim)	Alan Murray
Pool Director	J.T. Fears
Maintenance Director	J.T. Fears
Social Director	Donna Astern
Hospitality Director	Charisse Keys
Architectural Director	Alan Murray
Manager	Community First Mgmt. Co.

Board of Directors:

Name	Expires
Heather Murray	2016
Donna Astern	2017
Bryan Carl	2018
Alan Murray	2017
JT Fears	2016
Scott Astern	2018
Charisse Keys	2018
Tessa Dysart	2016

Meeting called to order on March 14, 2016 at 7:39pm

Present: Alan Murray, Charisse Keys, Donna Astern, Heather Murray, Scott Astern, Bryan Carl

Absent: Tessa Dysart (excused), JT Fears, (excused)

Agenda:**Treasurers Report:**

New spreadsheets implemented to track yearly budget spending. CFM processes their information on the 1st of the month and therefore the numbers aren't fully up to date. Treasurer is working with President and CFM to get everyone on the same page to get the most accurate numbers we can to get the operational budget numbers correct.

President's Report:

1. Violations: None reported from CFM.
2. Realty Packets: One home has been sold from mid-February to Mid- March.
3. Had Pest Guard out to inspect the clubhouse for any termite activity. Received a clean report from Pest Guard. Note: although there are no signs of previous inspections, i.e. drill holes, the report states that it is due to the type of treatment that was originally one to the clubhouse. The chemicals that were used prior to the 80's were a one-time permanent treatment. As long as the areas abutting the clubhouse have not undergone major excavation, we shouldn't need treatment. We will still do our due diligence and have inspections done.
4. Pool Fencing: (Update) President sent out the attorney position on the pool fencing which in summary states that City/State/Fed Law does in fact supersede HOA covenants. Also, it is the opinion of the attorney that the Covenants Fencing verbiage relates only to residential lots and the community areas do not apply.
5. Bids for work: Attorney's position on work bids is that a board member's company can make bids on work for the HOA. However, any member of the board that is part of the bidding company or related to the bidding company must not be part of the voting process on the bids of that company.
6. Lawn Care: President spoke with A Cut Above and has requested quotes for a 1-time deep cleaning of the association. This would include a detailed breakdown of all tree trimming, clearing of paths, bush trimming and removal of organic and inorganic debris, etc. President will present to board as soon as this is available.
7. Roof Inspection: As per reserve study, a roofer was brought out to assess the condition of the HOA Clubhouse Roof(s). There are 3 distinct sections of roofing. The black rubber roof over the entranceway is in good condition. The shingles on the peak roof are in good condition, although the ridge flashing needs to be re-secured and re-sealed. The white membrane roof on the

backside of the clubhouse is in bad condition. There are cracks in the membrane and improperly installed boots or no boots on some pipes that have allowed a substantial amount of water to get underneath the membrane. The roofing board used under the membrane has been compromised due to the amount of water underneath it. The recommendation of the roofer is to remove the existing membrane, remove and replace the membrane board and replace the membrane. We have received a quote of \$3,300 dollars to perform the work from Scott's Roofing and Home Improvements. Vote was called to approve the roof repairs. Vote was seconded. Vote was unanimously passed by all board members present.

Vice President's Report:

1. New Board Members Training Packet: VP has been working on a list of items to include. The preliminary list includes:
 - a. AVHA MAP
 - b. List of all Board Members and contact info.
 - c. Keys
 - d. Links to Governing Docs
 - e. Previous month's approved minutes.
 - f. Copy of Annual Budget
 - g. YTD Budget from CFM
 - h. Summary of Reserve Budget vs. Operating Budget
 - i. Copy of current contracts, pool, lawn, CFM, etc.
 - j. Calendar of Events include clubhouse reservations
 - k. List of Board Positions and Duties
 - l. Copy of Introduction to Robert's Rules of Order
 - m. List of Director Responsibilities to AVHA
 - n. Training Resources

In relation to this, Donna provided drafts of AVHA Board Director Responsibilities, a list of the Upcoming Social Events and the Introduction to Robert's Rules paper. Donna also provided a paper to review on developing an annual work calendar for the board. Members to review and give feedback at the April meeting.

2. Welcome Packet: VP has also been working on a list of items for a welcome packet for new homeowners in AVHA. Potential items to include:
 - a. AVHA Map
 - b. Latest AVHA Social and Newsletters
 - c. Contact Info on Board, CFM, Clubhouse Reservations
 - d. Links to AVHA Site, Facebook page and Nextdoor website.
 - e. Trash schedule along with bulk pickup phone #
 - f. Links to City rules for: Yard Waste, Pet Licensing and ordinance to pick up after.
 - g. Non-Emergency Phone Number
 - h. Welcome treat with recipe

Hospitality Director:

1. Has received the clubhouse reservation book and will be working with VP and President to develop a cohesive process that will include
 - a. Logging reservation information
 - b. Receiving monies
 - c. Distributing the information
 - d. Getting it posted to the website.
2. These processes will also be entered into the AVHA Standard Operating Procedures Manual.

Social Director:

1. The Card Crafting event had a good turn-out and everyone had a good time
2. Passed out the current Social Calendar of Events.
3. Opinion of Social Chair: More people are beginning to get involved for the good.

Architectural Director:

1. Met with Quality Built Exteriors to get a final review of the plans for fencing in the pool. Quote for pool fencing was presented to the board. Vote was called to approve the purchase of the fence. Vote was seconded. Vote was unanimously passed by all board members present.
2. Sorted Hit-list from Pool Director and looking to get quotes.

Pool Director's Report: (Director Excused – Presented by President)

1. High Sierra and Health Department submitted their hit list for the pool. These items were forwarded to the Pool Director who cataloged all the items at the clubhouse in efforts to find a way to cut costs.

Old Business:

1. The HOA's last water bill was high. It was discovered that one of the men's room commode constantly running. For now, the supply line to that commode has been turned off. This toilet was added to the critical repair's list.
2. City Culverts / Cleanup: We have not had success in getting a hold of anyone from the city to address the culvert clean-up. Steward Levine from CFM said he had a contact, but still have received no response. Scott is taking this for action to continue calling.
3. Sign Posts: We still have not had a response on what it would cost to install sign posts around the community for the paths. Still looking for bids.

New Business:

1. Homeowner's request for Architectural Changes: Mr. & Mrs. Gaynor were present concerning their door and shutter paint color. The Board approved their request. They also asked to be allowed to add an A/C unit to their home. The Board approved their request.
2. Vote On Community Dumpster: Clean-up day is scheduled for April 9th, 2016 with a backup date of April 16th, 2016. Vote was called to approve the purchase of a 30 cubic yard dumpster for the event. Vote was seconded. Vote was unanimously passed by all board members present.
3. Bridge Repairs: There is a bridge behind Bates and Anderson that is extreme disrepair. We need to get bids as soon as possible to address this.
4. Re-opening Pool: We are looking into the steps it would take to possibly re-open the pool this year.
5. Fire Department Inspection: President is going to contact Mary Malloy to get the contact information to get the fire department to come out and inspect the fire extinguishers.
6. New Board Member Application: We received two applications for board membership. The board heard from each applicant as to their background and their abilities to perform the duties of a board member. Unfortunately, one of the applications that was emailed did not arrive. The board has decided to post-poned the vote to approve either applicant until both are reviewed. This can be done via email.

Homeowner Forum:

1. A homeowner from Auburn Drive has a concern due to a couple of trees behind his property that he believes are dead and need to be addressed. He is going to call the President this week and set up a time to come by and view the issue.

2. A homeowner of Bucknell Circle had similar issues with trees and also had concerns about the fence behind his property. He was unaware that the fence at the back of his property was his responsibility. He will look at addressing it.

Meeting adjourned at 9:17

Agenda Items for April 11, 2016

1. Update on Fencing
2. Clubhouse Hit List
3. Bridge Bids
4. New Board Member

Respectfully Submitted,

/s Alan D. Murray

Alan D. Murray
Acting Secretary
Abingdon Village Homes Association