

The Park Board of Directors Meeting

September 14, 2015

Draft

Members Present: Cindy Ainsworth, Grant Delmar, Vergil Esau, Stephanie Hartman, Roy Richter, and Ray Walker.

Call to Order: The meeting was called to order at 6:30 p.m.

Quorum Established: All members were present

Approval of Agenda: The agenda was approved as printed/mailed to all Board members in advance of the meeting.

Approval of Minutes: Ray Walker moved, seconded by Vergil Esau, that the minutes of the August 10th meeting be approved as printed. Motion carried.

President's Report: Stephanie Hartman reported that she had received a thank you note from Chad, the college student who worked for Aquasizers, and was responsible for the daily maintenance of the HOA pool, expressing his appreciation for the gift from the HOA Board.

Stephanie announced that it is time to appoint a Nominating Committee, whose responsibility will be to nominate candidates to fill the following two-year Board positions as of 1/1/2016:

- Don Racine (who resigned as of August, 2015)
- Vergil Esau (who filled the vacant Board position after Sara Runyan resigned in December 2014)
- Roy Richter (who filled a vacant position after Dana Dade resigned in January, 2015)
- Cindy Ainsworth (who filled a vacant position after Alyson Holden resigned in January, 2015)

Following brief discussion, Grant Delmar moved, seconded by Roy Richter, that the following homeowners be appointed to serve on the Nominating Committee: Drew Hansen, Deb Barnett, Brooke Mueller, Jerry King, Chase Crosby, and Kenny Ast. Motion Carried. Grant indicated that he would contact these individuals to determine their willingness to serve. Cindy indicated that she would provide Grant with phone numbers for each of these individuals. It was noted that the Nominating Committee will need to identify at least four individuals whose names will be placed on the ballot for election at the December 7th Annual Meeting of The Park Homeowners Association. Nominations will also be accepted from the floor.

Vice President's Report: Board members were updated on the status of the Pool House Project. Grant stated that Mike Highland, owner of Heiland Roofing, as well as several rental properties within the HOA, has agreed to donate the shingles for this project. It was also noted that the pool house was in need of painting/sealant for the cedar siding. Stephanie indicated that she would provide Grant with the name of the product that was used to repair/reseal the cedar siding on their home.

Cindy Ainsworth moved, seconded by Roy Richter, that the Board authorize Grant to proceed with purchasing the materials needed to complete this project prior to the cold weather season. Motion carried. Grant indicated that he would send the Board a cost estimate for materials.

Secretary's Report: Cindy Ainsworth provided Board members with a copy of the Proposed HOA Survey for final review. (Copy Attached To Official Minutes) Grant Delmar moved, seconded by Roy Richter, that the survey be approved as printed, and distributed to all homeowners with the 4th quarter dues statements. Motion carried.

Grounds' Report: Vergil Esau announced that ProScapes should be mowing the commons areas this week. He also indicated that he plans to talk to Don Racine about the process that the Board has used in the past to obtain bids for mowing. He also stated that he definitely plans to make sure that the new contract includes the requirement that the mowing of the commons areas will be completed within the same day and that the vendor is responsible for picking up small tree limbs within the commons areas when mowing.

There was general discussion regarding the need for some minor tree trimming and general clean-up within the commons areas. Grant Delmar moved, seconded by Roy Richter, that the Board designate Saturday, October 17th as the Commons Clean-Up Day. Motion carried.

Treasurer's Report: A copy of the HOA Financial Report, as of 8/31/2015 was emailed to Board members in advance of the meeting. (Copy Attached To Official Minutes) Ray Walker explained to Board members that this report is prepared monthly by Westside Booking and is based upon an accrual vs. cash basis. Due to the mid-year transition of financial data from HOA Management Company to Westside Booking, it has been difficult to merge the data for these two different systems. Ray indicated that he would be working closely with Westside to ensure that our financial reports and income/expense systems are set-up on a cash-basis accounting format as of January 1, 2016.

There was additional discussion in which Ray indicated that YTD expenses as of 8/31/2015 totaled \$37,154.06 on an annual budget of \$68,640 (which includes \$13,905 in "reserve" expenses such as a new pool liner, etc.). It was also noted that the current balance in the HOA bank account is \$16,365.15.

The Board also discussed an issue relating to a past due account (a pool vandalism issue which had occurred in a previous year). It was recommended that Ray ask Mark

Borofsky (who has been helping with past due collections) to follow-up on this issue with the parties involved.

Board members discussed past due accounts, and noted that any HOA member who is past due on paying his/her homeowners dues will be unable to vote at the Annual Meeting in December. It was agreed that when the announcement of the annual meeting is mailed to homeowners in November, any member who is past due, will not receive a ballot for voting.

Ray reported that Mark Borofsky and the members of the HOA Audit Committee should have their written audit report submitted to the Board by the end of October. This report will be presented to HOA Members at the Annual Meeting in December.

Pool Report: Ray reported that he has been able to download data from the pool software system which indicates the number times the gate was accessed during the summer season. Once he has an opportunity to review this report, he hopes to be able to provide the Board with information regarding the number of homeowners who actually accessed the pool this past season.

Ray noted that two bids have been received so far for pool maintenance during the FY2016 season, and it will be his goal to obtain at least one more bid.

There was concern expressed regarding water usage at the pool, and Ray indicated that he would be working closely with Aquasizers (when the officially close the pool for the winter) to determine if the leaks are within the liner or within the water pipes.

Bylaws Report: It was the consensus of those present that the review of the proposed changes to the HOA Covenants be tabled until September 23rd, at which time, Board members will hold a special meeting for the purpose of reviewing these proposed changes. No other business will be conducted at that time.

Adjournment: There being no further business, Grant Delmar moved that the meeting be adjourned at 9:00 p.m. The motion was seconded by Ray Walker and carried.

Cindy Ainsworth
HOA Board Secretary