

## The Meadows at Timberhill Board of Directors Meeting

Minutes from April 11, 2005

Meeting called to Order at 7:20pm. Board members present were Brian B. Egan, Jensen Lee, and Tim Hanson. Homeowners present included Charlotte Goddard and Cass Dykeman. Dave Stubbs, of DLS Associates, also in attendance.

### Open Forum

What are the rules regarding replacing existing shrubs on property? Dave clarified that the Board previously stated that shrubs and foliage might be replaced so long as they are consistent with what is already in existence.

### Housekeeping

1. March 14 meeting minutes were read. **Minutes approved.**
2. Treasurer's Report
  - a. Dave Stubbs presented March Balance sheet and expenses statement from NWCM. Jensen requested a DLS Associates make a record of all discrepancies from the financial report from NWCM.
  - b. The March 24 Balance Sheet arrived on April 11<sup>th</sup> at 5:03 pm after Dave called NWCM.
  - c. NWCM continues to under fund the allocation for reserves—they are using the 2004 allocation. Approximately \$3000 additional should be allocated to reserves.
  - d. April 5<sup>th</sup>, Dave withdrew Meadows Association funds from US Bank (used by NWCM) and deposited at Washington Mutual (used by DLS Associates). The amounts were \$46,122.31 in the Money Market account and \$9900 from the checking account. \$110 left in US Bank checking account for any outstanding checks.
    - e. **Treasurer's Report was approved.**
2. ARC—None

### Information and Input Items

1. Foxtail Pl parking
  - a. Based on discussions with the city planners, Foxtail Pl. parking decisions are the discretion of the Meadows Board of Directors, since the street is private. The Board will vote on action for this. There will be an opportunity for homeowner's to share their input. An announcement regarding the upcoming decision will go out in the May billing statement.
  - b. Action Item: Tim and Jensen to confirm location of nearest fire hydrant.
2. Management Company transition
  - a. Dave has payment records for current owners only, not for prior owners. He will be investigating this with NWCM. NWCM has no notes regarding contacting owners about being behind in homeowner's association assessments.
  - b. Brian requested that Dave keep a record of time and expense incurred for "abnormal" activities from the transition (for example, extra long distance phone calls to NWCM to request documents that should have been provided already). The Board will review the expenses and decide whether to pursue have NWCM reimburse the Association.
3. Progress check-in on forms for official "owner occupied" vs. "rental" status
  - a. Information sheets representing 50 units have been returned to DLS Associates. Only about 10 have requested receiving billing statements by email. Over half of returned sheets are from non-owner occupied residences and have provided renter contact information.

4. Issue request for nominations for candidates for Treasurer; election will be held at May meeting
  - a. The Board requested that Jensen provide a resignation letter to show his final date of acting as Treasurer. This letter was received on Wed., April 13. Resignation is effective May 9<sup>th</sup> (next Board of Directors meeting).
  - b. An announcement for the opening will be included in May billing statements and the Board asks for nominations of interested individuals.
  - c. The Board will vote on replacement at the May Board meeting.
5. Landscaping discussion: mowing schedules, bark application, crabgrass control, etc. Are any major decisions required?
  - a. Dave spoke with Cedar Crest regarding mowing and use of heavy equipment in soft areas.
  - b. Bark is to be replaced every two years and hasn't been done since original landscape installation. DLS Associates will get bids for bark replacement.
  - c. Cedar Crest will be contacted about treating crabgrass in lawns.
6. Examination of delinquent accounts, discussion about the need for more serious action.
  - a. This item is postponed until the May meeting, so Dave can update and reconcile his records with NWCM records.

**Decision Items:**

1. CC&R issues: 2865 Daylily, 3196 Shooting Star, 3202 Shooting Star, 3187 Shooting Star. Actions required? What are our specific "appearance standards", especially for porches?
  - a. 2865 Daylily: The owner will be sent a letter and the residents will be notified in person that the appearance of their front-porch isn't consistent with standard for the community.
  - b. Other units appear to no longer be problems.
  - c. Cass Dykeman will lead a committee regarding recommended appearance standards and enforcement for the Meadows. The Board will get an update from the committee at the May meeting.
2. Should we adopt a "store indoors" policy for barbeque charcoal and lighter fluid?
  - a. This will be included in the Standards and Enforcement committee.
3. What is the role of the Board in cases such as 2807 Morning Glory window leak—good neighbor or responding party?
  - a. The Board decided to use FAQ section of the Meadows website to provide information about what the HOA is and is not responsible for with home repairs.
  - b. The Board won't keep a list of recommended repair specialists. Recommend use of Yellow Pages.
4. "Heads-up" acknowledgement that we may need to act on roof moss if it gets worse. Who pays?
  - a. The HOA is responsible for roof maintenance, which includes treating moss where it appears. The HOA will pay for this. Dave will look into options and get bids. Treatment will be in June or July timeframe.
5. Set time and place for next meeting.
  - a. Next meeting May 9<sup>th</sup> at NW Hills Community Church at 7:15pm