

Parkside at Woodbridge HOA

Minutes of the May 2008 HOA Board Meeting

May 8th, 2008, at Carolyn's home

Minutes taken by Fergus Stewart.

Present

- Michael Gordon – Kappes Miller Management mgordon@kappesmiller.com
- Fergus Stewart – HOA President
- Carolyn Kitchens – HOA Treasurer
- Howard Hillinger – HOA Secretary
- Atin Bansal +1 - Residents

Michael opened the meeting at 7pm.

The minutes of the last board meeting on April 10th were approved.

Follow-up from the previous meeting

Michael stated that the reserve can be in an actively managed account Foundation Bank. It should really be held in CDs, a safe investment. Since the reserve balance remains at \$34,000 no change will be made at this time. Once the balance is larger, we may put some of it in a higher-yielding account.

Mike is working on combining the alarm maintenance and monitoring for the Phase 1 and Phase 2 HOAs. The initial impression is that the cost will come out at about the same as last year.

We also have a maintenance contract with AAA Fire for the extinguishers that are in the entranceways.

The heating actuators still have to be changed out in two homes. Kappes Miller has been in contact with one of those two homeowners, to schedule the replacement. Atin and Fergus will keep trying to contact the other homeowner, so that Kappes Miller can add them to the schedule.

The Conner homes warranty expired last December. However, Carolyn will contact Conner to ask if they can fix the shingles on the front of her home, which have faded, and paint the shutters on the front of 18878 NE 67th Way, because the paint is peeling badly from them.

Carolyn and Fergus will go house-to-house to see if there are other issues that we could try to get fixed under warranty.

Action on Carolyn and Fergus to go house-to-house, to ask all residents

Action on Carolyn to take these to Conner

March financial statement

The statement for April isn't available yet.

There were some large expenses in March:

- Replacement of the heating actuators
- Fire alarm inspections
- Landscape (other) to treat for moles and crane flies

All the city water costs are out of line with the budget. This is because the budget was based on misallocated numbers. Going forward these numbers will be correctly assigned. The monthly total of all the water costs is right now significantly below the monthly total budget for them. But of course the sprinklers are not running. Given the confusion about all these costs, Mike will bring one month's worth of actual bills for water, sewer, Metro, irrigation and storm water to the next meeting, so that we can take a look at them.

Action on Mike to bring a complete set of one month's bills for water, sewer, Metro, irrigation and storm water to the June meeting

Analysis of 2007 Expenses

In response to Fergus and Carolyn's analysis of the 2007 spending, compared to the 2007 spending for the Phase 1 Townhomes, Mike has provided new details of the costs. Some of these are up to \$2000 different from the original numbers, which call into question all the numbers. Fergus asked Mike to provide the following before the next meeting:

- A complete and accurate set of numbers for both Phase 2 and Phase 1 expenses for 2007.
- A complete and accurate set of numbers for both Phase 2 and Phase 1 expenses for 2007, month-by-month. This will enable the board to understand seasonal variances in costs, and to make comparisons for the same month between 2008 and 2007.
- A complete and accurate set of numbers for Phase 2 expenses for 2008, month-by-month.

Action on Fergus to provide Mike with a blank formatted spreadsheet for this

Action on Mike to complete the spreadsheet and send to the board before the next meeting

Landscaping

The board will perform a walk-through with the landscape company's representative. This will be used to discover any issues like overwatering, or other landscaping problems. It will be at 4pm on Friday May 23rd. We need to get as much input on this as possible, so that any landscaping issues are addressed. All residents are encouraged to either (or both!):

- Send email to Mike Gordon at Kappes Miller at mgordon@kappesmiller.com listing all issues/problems/improvements that they would like the landscaper to address. Please, please, please attach digital photos to the email, so that there is no possibility of misunderstanding!
- Join us when we get to their homes, to point out the issues to the landscaper.

Fergus and Carolyn will go door-to-door to make sure that everyone knows when the walk-through will take place, and to gather information about any problems that need to be addressed.

Action on residents to try to be home for the walk-through, if possible

Annual maintenance

Mike is soliciting bids for some annual maintenance tasks:

- Moss removal from the roofs. Would cost \$75 per building, for a total of \$600. The board looked at the roofs and determined that we don't need this.
- Gutter cleaning
- Window washing
- Power washing the entryways

Mike will advise the board of all the quotes before making any commitment to go ahead.

Master Woodbridge HOA dues

The master HOA dues are included in our 2008 budget. So the townhome HOA dues that everyone is already paying include the master HOA dues. No additional billing or payment is expected for townhome residents.

The master HOA dues amount is the same for each of the 66 townhomes (Phase 1 and Phase 2). The 2007 dues were \$285 per townhome. In December 2007, the master HOA advised the board that the 2008 dues will be \$348 per townhome. The townhomes HOAs pay this to the master HOA in two installments, one in June and one in December.

The meeting closed at around 9:00pm. The next board meeting will be held on June 16th at 7pm, at Carolyn's home.