

Parkside at Woodbridge HOA

Minutes of the November 2009 HOA Board Meeting

November 16th 2009, at Carolyn's home

Minutes taken by Fergus Stewart

Present

- Mike Gordon – Kappes Miller Management mgordon@kappesmiller.com
- Fergus Stewart – HOA President
- Carolyn Kitchens – HOA Treasurer

Mike opened the meeting at 6pm.

Follow-up from previous meeting's minutes

Mike confirmed that we can spread the cost of the next three year's reserve studies evenly over the three years.

The Woodbridge HOA has decided not to use the windfall funds from the street light transfer to reduce their dues.

October financial statement

We paid into the reserve and remain up to date in funding the reserve for this year.

We have dues delinquencies of \$978.48.

We paid for the sixth-year fire extinguisher maintenance work, which is much more expensive than the intervening five years.

We paid \$91 for photocopies. Since Kappes Miller charges 17 cents per copy, we apparently had 535 photocopies made. Mike could not explain this charge, and will investigate.

Action on Mike to investigate why we were charged for photocopying.

Woodbridge HOA

We have been having some difficulties with the bill paying arrangements. The WB HOA billed us on Oct 18th, then threatened fines because we had not paid by Nov 5th. Per their CCRs, they must give us 30 days to pay. There is no provision in their CCRs for them to levy fines. Kappes Miller mailed the check to them on Nov 6th, but unfortunately the check was sent to the regular payment address, which is Teena Cox's home. The WB HOA apparently has mail forwarding set up from Teena's address to the address of the current treasurer, Venkat, but that did not work. So we are again being threatened with fines.

We found out, by accident, that the WB HOA have changed their payment terms for 2010. We must pay the whole year's dues in January. To do this, we will have to draw from our reserve, which requires a

special procedure. Mike will bring the reserve check to the January meeting for two directors of our HOA to sign, then Mike will send it to the WB HOA.

2010 Budget

We agreed the budget, with the following revisions from Fergus's initial proposal:

- The Woodbridge HOA dues will be the same for every condo unit. This aligns with the Woodbridge HOA's CCRs.
- The expected cash carry-over to \$2010 is reduced by \$500.

Everyone's dues will be below \$400. The budget spreadsheet will be updated to reflect the changes. Dues notices and invitations to the budget ratification meeting will go out before Thanksgiving.

Reserve Study

We have received the annual incremental study from Association reserves. We think it overstates the need to fund the reserve, with recommended funding next year of \$43,000. Our 2010 budget includes \$20,000 funding into the reserve. When we made a major repair this year, repainting parts of two buildings, we funded the \$2,000 for that from cash, rather than drawing from the reserve.

Landscaping contract

We have received the following bids.

Scope of Work	Brickman	Rich Landscaping
Removal of the tall fir trees and their replacement with appropriate trees of different varieties.	\$2,800	\$1,350
Monthly landscaping contract	\$1,054	\$876

The WB HOA has been using Rich for three months now and has had a good experience with them. Mike has checked Rich's licenses and one of Mike's colleagues confirmed that Rich has provided adequate service in the past. We will give all the work to Rich and terminate Brickman, effective December 31st.

Verizon Fios Marketing Agreement

Fergus has been negotiating a paid advertising contract with Verizon. They are offering us \$1,200 for a ten year exclusive advertising deal. This is advertising-only, it will not prevent residents from receiving services from Comcast or other providers. Fergus will ask Comcast to counterbid, to see if we can get a better offer, but in principle the board agreed to say yes to this and to use the \$1,200 to lower dues.

The next meeting will be on December 12th at 6pm, Carolyn's home. That will be the budget ratification meeting.