

Parkside at Woodbridge HOA

Minutes of the November 2012 HOA Meeting

November 26th 2012, 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.

October financial statement

We did not contribute to the reserve, because we made the annual payments for insurance, and that left us without sufficient cash to make the contribution. However, Mike informed us that our finances will enable us to make the catch-up contribution in November, keeping us up-to-date on funding the reserve.

We spent \$202 on annual fire extinguisher maintenance.

The irrigation water charge was \$1,818 over monthly budget, but this was billing for a dry summer month, next month the bill should be a lot lower.

We have \$82.40 in receivables and \$1,583 in accounts payable.

Landscaping

Tree pruning has been completed.

The three large trees on NE 67th Way were cut down, at a cost of about \$400. We cannot replace them at this time of year, so in the spring we will review the landscaper's suggestion, which is a Japanese Maple.

The quoted price for the Japanese Maple is \$542 each. That price includes grinding the stump of the old tree, but we do not require that, so Mike believes we may achieve a price of about \$250 per tree.

We have received a set of proposed irrigation changes, from Monte at ProGrass. The total cost would be \$15,000, less \$2,500 rebates --> \$12,500 capital cost.

Mike will ask Monty to guide us on whether these would pay back, and over what time period.

Wireless fire alarms, to replace telephone lines

Innovative has signed the contract and ordered the equipment. Mike will organize the cancellation of the phone lines.

Martin's lawn

We will keep this item on the agenda, and actively monitor the health of the lawn.

Gutter and roof cleaning

We decided not to clean the gutters, or remove moss from the roofs in 2012, thereby saving \$1,300 and \$700 respectively.

2013 Budget

The budget was ratified.

Fergus has been able to notify most, but not all, of the unitowners of their new, lower, dues. He will provide Mike with a list of those who have not responded, to double-check their email addresses.

Faulty heating actuator

In 2008, we were unable to make a warranty replacement of the faulty heating actuator in one unit. That actuator has recently been having problems. We have offered to replace it, at HOA cost, but have been unable to get the unitowner to respond to this offer.

Mike will send a certified letter to the unitowner, informing them that the responsibility for any repairs to that actuator will fall upon them, rather than the HOA, if they do not respond to the offer by the end of December. This will protect other unitowners from an avoidable future liability that will only increase in cost.

Next meeting

The next board meeting will be on Tuesday January 29th, at Carolyn's home.

There won't be a December board meeting.