

Avocet BOD Meeting Agenda – April 11, 2012

- 1) **Call To Order.** In attendance: Jeanne Aulbach, Liz Chua, Rachel Frintner, Harry Frazer, Alicia Chafin, John Thisdale, Ben Howell, Joe Dreher.
- 2) **Past Due Review**
 - Offer to be made to settle account in collection for legal fees. No Progress.
 - Balance on account 60413 is all late fees. Waive all.
 - John to send letter of warning of lien to 1 homeowner. John to send letter warning of collection action to second homeowner.
 - Homeowner in settlement has not made a payment recently. John to call homeowner & to touch base with attorney if no response from homeowner.
 - John to send letter warning of lien to homeowner with outstanding balance from self-help.
- 3) **Financial Review**
 - Harry presented March results.
 - Financial audit – Harry will request this summer
- 4) **Violations Review**
 - Need to review lettering process and appropriate follow-up.
 - Loan agreement sent to homeowner to paint home. No response. Rachel to follow up.
 - Weed letter responses. Positive responses, weeds are being taken care of.
- 5) **Social**
 - Memorial Day/pool opening party- being postponed.
- 6) **Capital Projects**
 - Review RFP for courts and approve. Approved by board. Ben to call and request bids from 5 companies.
- 7) **Old Business**
 - Fire inspection report & compliance measures. John has some quotes. Rich Jaffre quote of \$635.50 for installing range hood and suppression system accepted. Microwave to be uninstalled and modified to sit on the countertop. Quote of approximately \$300 - \$350 to recharge existing unit and less than \$100 to purchase range hood. Rachel to purchase range hood.
 - Old grill disposed/recycled. Rachel to purchase new grill. New rules must be established for usage to prevent damage.
 - Hallway drain mats replacement. John Thisdale has given us a suggestion info. Rachel to look into other rubber backed mats.
 - Quotes on fence repair? Liz to work on.
 - Need to have detention ponds inspected and main pond cleared of debris in the spring. Jeanne to call county.
 - Parking lot patrol – No problems to report.
 - Short in power lines at lower court corrected. \$593.10.
 - Secret Garden – on hold for now.
- 8) **New Business**
 - Review of insurance coverage with Joe Dreher. Joe Dreher presented current policy and limits. We reviewed current limits and optional coverages. Harry to follow up with Joe to finalize limits. John to email reserve study to Joe.
 - Develop and document process for approving work, bid process and authorizing payments. Harry to draft.
 - Put together list of BOD members for distribution to vendors as authorized to approve work. John to send to vendors.
 - Discussed getting multiple bids for tree removal at courts.
 - Discussed reviewing the list of work items for the Irrigation system.
- 9) **Next meeting will be on Wednesday, May 9th at 7pm**
- 10) **Adjourn**