

Avocet BOD Meeting Agenda – May 9, 2012

- 1) **Call To Order.** In attendance: Jeanne Aulbach, Liz Chua, Harry Frazer, Alicia Chafin, Rachel Frintner, Benjamin Howell, Andy Goodspeed, Courtmakers Rep- Marshall, Signature Tennis Rep- Mike,
- 2) **Past Due Review**
 - Offer to be made to settle account in collection for legal fees. No progress. Harry to follow up on.
 - Balance on account 60339 is all late fees. Waive all. Harry to follow up with John.
 - Need to send letter of warning of lien to 1 homeowner. Send letter warning of collection action to second homeowner. Send letter of suit to 1 homeowner. Harry to follow up with John.
 - Homeowner in settlement made a small payment recently. Needs to be called again. Harry to follow up with John.
 - Homeowner with outstanding balance from self-help has paid.
- 3) **Financial Review**
 - April results - Harry
 - 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. Need to follow up.
 - Need additional weed letters sent.
- 5) **Social**
 - Memorial Day/pool opening party – canceled – to be scheduled later in summer
- 6) **Capital Projects**
 - Signature and Court Makers to present proposals. Proposals presented, BOD will be checking references and doing research on techniques. BOD will make decision within 2weeks. Courtmakers says no charge for additional premium items and curling mesh fixes.
 - May need to resurface lower courts.
- 7) **Old Business**
 - Fire inspection report & compliance measures. Rich Jaffre quote of \$635.50 for installing range hood and suppression system accepted. Need to purchase range hood and schedule work. Stove needed for June rental. Jeanne purchasing range hood.
 - New grill to be purchased. New rules must be established for usage to prevent damage. Rachel to purchase grill with cover.
 - Hallway drain mats replacement. John Thisdale has given us a suggestion info. Rachel to look at options and purchase. Rachel found some at Costco. BOD approved.
 - Quotes on fence repair?
 - Need to have detention ponds inspected and main pond cleared of debris in the spring. Jeanne to contact county.
 - Review of insurance policies with Joe Dreher went well. Coverages adjusted to reflect actual assets. Policies renewed.
 - Parking lot patrol – Problems seem to be resolved.
 - Secret Garden – Was a survey done? Need to check. COPS meeting attendees reviewed the area and have recommended contacting the businesses located behind us. Also have John send letter? Problem – business now in Berkeley Lake so jurisdiction problem? Jeanne to talk to Attorneys about this.
 - Develop and document process for approving work, bid process and authorizing payments. Harry looking into this.
 - Put together list of BOD members for distribution to vendors as authorized to approve work.
- 8) **New Business**
 - Need to have shrubbery around entry trimmed. Will have it quoted by precision. Jeanne to follow up.
 - Precision not policing front beds (bank) properly. Bamboo coming back. Jeanne to follow up with Precision about this.
 - Review to do list from David Jones: sprinkler system. Made decision to fix leak and small repairs. Holding off on larger non essential items.
 - Playground mulch and Equipment servicing. Jeanne to call for quote.
- 9) **Next meeting will be on Wednesday, June 13th at 7pm**

10) Adjourn