

## Avocet BOD Meeting Agenda – July 11, 2012

- 1) **Call To Order.** In attendance: Jeanne Aulbach, Harry Frazer, Liz Chua, Rachel Frintner, Alicia Chafin
- 2) **Past Due Review**
  - Offer to be made to settle account in collection for legal fees. Homeowner finally contacted. Finally got documentation from John showing legal fees charged in error. Need to resolve – legal issue. Jeanne to follow up.
  - Balance on account 60339 is all late fees. Waive all. Harry to follow with John.
  - Need to send letter of warning of lien to 1 homeowner. Send letter warning of collection action to second homeowner. Harry to follow with John.
  - Homeowner in settlement has not made a payment recently. Per John, he did call last month.
- 3) **Financial Review**
  - June results – Harry
  - Need to review check register/ledgers – appear to be misclassifications/duplications
  - Financial audit – Harry will request this summer
- 4) **Violations Review**
  - Need to review lettering process and appropriate follow-up. Tabled for lack of time.
  - Loan agreement sent to homeowner to paint home. Jeanne/Rachel to follow up.
  - Inspection process – notification of inspections prior to inspections so we can ensure any concerns we may have are reviewed during the inspection process. Agreed, to request this from John.
- 5) **Social**
  - Memorial Day/pool opening party – canceled – Labor Day Party instead. Put notice out to community & request volunteers.
- 6) **Capital Projects**
  - Court Makers proposal accepted.
    - \$4,200 to resurface lower courts. Better warranty and price with Armor Crack Repair at no additional charge.
    - \$50,249 for upper courts replacement. Entire fence replaced, not just mesh. Already have experience with Court Makers. Will provide a release of lien with each payment.
  - Resurface either the week of 7/16 or 7/23 based on weather. Replacement beginning of August.
  - Get quotes on tree removal. Ben to identify trees. Rachel & Harry to follow up.
- 7) **Old Business**
  - Fire inspection report & compliance measures. Rich Joffre's quote of \$635.50 for installing range hood and suppression system accepted. Range hood purchased. Have not been able to get Rich out to do the work. Steve Golden is a licensed contractor who might be able to do the work in August. Possible to roll up hot water to shower, electrical repair (stove and tripped breaker), installing vent hood and fence repair into a single contract. Per Steve, installation of suppression system requires a special license. Jeanne to contact Steve.
  - Inspection and quotes on fence repair- Both companies concluded all the fence posts are solid and does not need to be replaced
    1. Chamblee Fence - \$2674.00 to remove and replace all the rails, re-cement several leaning posts. New rails will be anchored to the back of the post, thereby exposing old nail holes. The proposed new method of attaching the rails will help prevent rail detachment which is what we are frequently experiencing now. Avocet will responsible for covering the old nail holes as well as preparing and painting the rails.
    2. America Fence Company - \$5478.00 to replace all the rails using the same method as what we currently have. Prep and painting also not included. \$1085.00 for repairing 6 sections of fence with detached boards.
  - Need to have detention ponds inspected and main pond cleared of debris in the spring. Jeanne to follow up.
  - Secret Garden – Still need to check with legal. 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 is it jurisdiction problem?

- Develop and document process for approving work, bid process and authorizing payments. Harry & Jeanne to approve work under \$200.
- Put together list of BOD members for distribution to vendors as authorized to approve work. No response from John. Jeanne to follow up.
- Shrubbery trimming, limbing and cleanup at entry – quote of \$355. Work partially completed. Invoice will not be paid until then.
- Pool Issues
  - Pool passed final inspection. Do not need to modify French doors as no access from outside the pool area. We need to have hot water to showers, but not needed for permit this year.
  - Need to approve signs and have them created and installed: What to do if there is a problem at the pool, closed signs that hang over the gates, signs identifying emergency equipment as such and grill rules.
  - Harry & Jeanne spoke with Tony, set out process for opening pool and getting inspection done prior to pool opening.
- Recovered \$250 in lost tennis fees. Jeanne to go to Access and ask them to replace the \$45 we could not replace.
- Inspections began at clubhouse this month. Have had one homeowner back to correct messy counter and table tops and beer spilled on floor not cleaned up.

#### **8) New Business**

- Need to approve Aqua Blue invoice. In future, \$200 dollar limit with approval required in advance.
- Need to approve handyman invoice - \$75. Approved.
- Need to approve additional weed treatment. Approved.
- Discussion of issues with property management. Jeanne to draft list of items that have not been handled appropriately. BOD will schedule a meeting to go over the list with John.
- Approved having clubhouse cleaned by Details, Details once a month.
- Leaning fence post under the awning needing repair or replacements. John to get quotes for repair/replacement.

#### **9) Next meeting will be on Wednesday, August 11th at 7pm**

#### **10) Adjourn**