

## Avocet BOD Meeting Agenda – November 14, 2012

### 1) Call To Order – in attendance: Jeanne Aulbach, Harry Frazer, Rachel Frintner, Ben Howell, Liz Chua

### 2) Past Due Review

- Homeowner improperly in collection accepted apology & lien release sent by AMG. Matter closed.
- Requested new letter warning of lien, suit and attorney fees to be sent to homeowner with balance of \$410. Last payment in March. Crystal to follow up.
- Homeowner in suit did not show up for court date. Waiting to hear from legal regarding status of settlement. Need to add \$100 in fees to HO account. On attorney statement. Jeanne to follow up with Crystal.
- Homeowner in settlement has made a \$250 payment on October 31.
- Homeowner now past due 2 months – known issues. AMG to continue sending notice.

### 1) Financial Review

- October results – Harry: cash position = 25K less than Dec 2011; income of 30K for 2011.
- Need to review draft and adopt budget by month's end.
- Financial audit – Plan is to have it done this summer.

### 1) Violations Review

- AMG has agreed to help with review and modification of lettering process. They agree current system is not optimal for a community that cannot fine. Project for new year. Barry Sharp has volunteered to help.
- Loan agreement sent to homeowner to paint home. Home was under contract but contract fell through. Per John, homeowner no longer responding. Crystal to work on plan.
- Crystal sent violation letters regarding over seeding of Bermuda grass this time of year. Crystal is from out of state, made aware by Jeanne of improper timing and to copy BOD before sending notices.

### 1) Social

- Adult Holiday Party sponsored by COPS committee is scheduled for Dec. 8. Barry Sharp has volunteered to help.
- Children Holiday Party scheduled for Dec. 15. Liz pulling this together.

### 1) Capital Projects

- Need to ID for 2013 budget – c/o Harry.

### 1) Old Business

- Work on clubhouse complete. Rachel will shop for new counter top microwave; old one needs disposal – via Craigslist or Forum? BOD agree to pay Steve Golden's fee for work to obtain fire department issued CO.
- Need to have detention ponds inspected after leaves drop and vegetation dies back this fall. Main pond cleared of debris and channels cleared in the spring. C/o Jeanne.
- Secret Garden – Need to have letter sent to homeowner by legal. Jeanne will follow up.
- Develop and document process for approving work, bid process and authorizing payments c/o Harry. For now, approvals for pre-approved work done by Harry & Jeanne with notification to BOD for items under \$1,000. Harry to provide account for booking. Approvals handled “internally” with final approval communicated to Crystal by Jeanne or Harry.
- AMG to put together list of BOD members approved to authorize work to vendors. Jeanne to notify Crystal to do.
- Finally got working replacement keys from Taylor. Will re bill.

### 1) New Business

- Pine straw application for fall - \$2,530. Need more straw to cover thinning areas. Approved.
- Quotes to clean gutters and reattach and to repair/replace window in clubhouse alcove. Approve for Golden Contracting to do work. Need quotes to install gutter along window sill.
- Quote for irrigation system maintenance. Approved for \$400.00.
- Clubhouse Fire Marshall Certificate of Occupancy – Approved for Steve's \$375/day fee to obtain.
- Review and compare several legal retainer agreements. More discussions/potential meetings with law firms in December.

### 1) Next meeting on December 12.

2) Adjourn