

Avocet BOD Meeting Agenda – December 12, 2012

1) Call To Order – in attendance: Jeanne Aulbach, Harry Frazer, Liz Chua, Crystal Pelkey, Rachel Frintner

2) Past Due Review

- Requested new letter warning of lien, suit and attorney fees to be sent to homeowner with balance of \$540. Last payment in March. Jeanne & AMG to finalize letter.
- Homeowner in suit did not show up for court date. Got judgment of \$2877.00. Letter of notice needs to be sent including any succeeding unpaid dues tacked on their account. Homeowner's work info & wage garnishing possibility c/o legal.
- Homeowner in settlement has not made a payment since October 31. Crystal to start monthly reminder phone calls.
- Move to suit on homeowner that owes \$1,080 in January.
- Homeowner now past due 3 months – known issues. Crystal to keep sending notices.

1) Financial Review

- November results – Harry: operating under budget.
- 2013 budget finalized. Sent to homeowners with coupon booklets. Crystal requested refund for coupon booklets sent to homeowners on ACH.
- Financial audit – comparative for 2012 and 2011. Approved. Engagement fee should not exceed \$3000.00 – timing will be late spring to early 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. Copy of violation notices to Jeanne from Crystal.
- 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.
- Review of current inspection done.

1) Social

- Adult Holiday Party a success. Leftover food donated to Fire Station #4. \$290.00 on food.
- Children Holiday Party scheduled for Dec. 15. On track.

1) 2013 Capital Projects (estimates)

- \$5,000 – Removal of dead plants and revitalization of west side of the entrance
- \$5,000 – Refresh of the pool deck. Our pool company has told us that we will not have to resurface the pool this year.
- \$3,400 – Adjustments / modifications at the clubhouse
- \$3,000 – New sod in the amenities area
- \$2,500 – Adjustments / Modifications to Irrigation system
- \$800 – Two New Flowers beds at the entrance

1) Old Business

- Work on clubhouse complete. Steve finishing work on gutter; BOD approved fee to obtain CO. New microwave purchased by Rachel for \$75.00. Old microwave in pump room.
- Need to have detention ponds inspected after leaves drop and vegetation dies back this fall. Probably expensive due to erosion around same problem area from one home's drainage and trash. Need to pull letter to that homeowner notifying her of erosion during slip rock repairs in previous years.
- Secret Garden – Need to have letter sent to homeowner by legal.
- 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 - Put together list of BOD members authorized to approve work for vendors and lawyers.
- Finally got working replacement keys from Taylor. Bill of \$102.03 - approved.

- Balanced Repairs – \$150.00 for winter shutdown of irrigation system. Approved.
- Approved Golden Contracting Quote of \$1,175 vs Able Contracting to clean gutters, repair/replace window in clubhouse alcove. Window replaced, gutter and downspout installed. Gutter cleaning & repair to be completed.

1) New Business

- Quote for irrigation system maintenance of \$1,900 for known issues.
- Golden Contracting to handle Clubhouse Fire Marshall Certificate of Occupancy.
- Review of potential new attorneys – Crystal to set up and also find out retainer fee situation with WNCW first. Follow up meetings with potential law firms later this month.

1) Next meeting on January 9.

2) Adjourn