

**BOD MEETING
MEETING MINUTES
January 16, 2019**

CALL TO ORDER:

Vicki – This is the January Business Meeting.

ATTENDANCE:

Vicki Buchheit – President
Mike Vorel – Vice President
Joe Booth - Treasurer
Kay Hunt – Secretary
Jean Lanier – Member at Large

Phil – Ameri-Tech

APPROVAL OF MINUTES FROM December 19th MEETING:

Motion to accept the December 19th meeting minutes made by Joe; 2nd by Mike; none opposed; motion passed.

MAINTENANCE REPORT:

John gave a pool report. The pool is still on schedule to open 2/3/19, we have some coping that needs to be sprayed and sealed; the extra rail is on order; they will need to come back and power wash; it will take between 7 and 10 days to get the chemicals correct. The pool will also need to be inspected. The transfer boxes are in and set up properly. Vicki asked about the letter that we are supposed to get so we do not have to pay the extra sewer charges. John said he asked for the letter and it will be forthcoming. John also said there are still some palm trees around the pool area that need trimming.

John said the new roofs are to start this week, the contractors came in yesterday and John will be going over the logistics with them. We are using the same HVAC contractor as before, the increase in pricing is for the gas piping support and the condensate line that is going right into the scupper. They will start working on Building 50 then 70 and then to 21.

John said that they replaced the Phase 10 west water heater. The water heaters that are being replaced are being piped correctly which will make them more efficient (40% to 95-99% efficiency). Also, the rest of the water heater units were cleaned from dust, dirt, cobwebs and any open area was sealed i.e. in the roof where the pipe goes up. There are units that need to re-piped, the quote from Allen's Plumbing is for 7 water heaters. After a brief discussion. **Motion was made to accept the quote by Mike; 2nd by Joe; none opposed; motion passed.**

John said he had Fire Master out to service the fire extinguishers. Cost was down about \$1,000.00 from last year.

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John said he called Duke to come out and look at the trees on their right away on Arrowhead and they have been taking down and trimming the trees.

Vicki said that Duke is also checking all the equipment on the property to see what needs to be corrected or replaced.

John said our crew is in the process of trimming the trees, they are currently working on Mission Circle and will move to the Mission Hills Blvd. next. After the trees are done the crew will then move on to removing the leaves on the roofs.

John said he is still continually cross training, would like have Jason put on the truck insurance. Vicki asked for Jason's driver's license.

John would like to cross train Glen for the boom.

John handed the Board a list of roofs that need to be done next. He is also getting other bids in from roof and HVAC contractors.

John discussed the storm pipe for the pond. The Board looked at the proposal for the work. Vicki asked if a permit is needed. John said, yes we need a permit and silt fencing surrounding the area. John said that this invoice is good if we do the work now in the dry season, the cost would be up to \$10,000 more if we wait and they would have to do dewatering. **Motion to accept the proposal from Allen's Plumbing for the retention pond storm pipe work made by Joe; 2nd by Mike; none opposed; motion passed.**

John discussed the compromised waste line that is cracked at Building 24. He had a camera look at the piping and found the cracks in the piping. He has also had camera shots of other compromised piping in complex.

Kay asked John about the tool inventory. John said he will take a picture of the tools.

Kay also requested that the guys working on and around the boom wear a hard hat. John said that we have enough for everyone on the maintenance staff and that they are supposed to be wearing a hard hat.

Mike asked about the painting, it was discussed briefly, however, it was tabled, because it was not an item on the agenda.

FINANCE REPORT: For the period ending December 31st, we are over budget by \$21,000. Joe said that our finances are very sound.

REVIEW DELINQUENCIES: Right now, we have a high number of delinquencies, for the most part it is from the Phase 5 Assessment fees that have not been paid. Letters have gone out to the 77 units asking for payment. The Board reminded Ameri Tech that these accounts need to go to the attorney. 41E is in arrears, **Motion made to put a lien on 41E made by Mike; 2nd by Jean; none opposed; motion passed.**

45D is in arrears, **Motion made to put a lien on 45D made by Joe; 2nd by Mike; none opposed; motion passed.**

66B; the Board will let the mortgage company take over.

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85D, the tenant moved and there is money in arrears. **Motion to put a lien on 85D made by Kay; 2nd by Jean; none opposed; motion passed.**

OLD BUSINESS:

Follow up on Motorcycle ownership – was put on hold until Jim is back.

Hoarder (39D) – Odor seeping into adjoining unit – put on hold until Jim gets back, Jim was going to talk to the Attorney regarding this unit.

Letter regarding Palm trees to close to Building – put on hold until Jim gets back.

Documents Committee: Helen referred to two memos that were sent to the Board. The Board will add the vehicle change to the P & P's for now until it can be put in to the official documents. The Board and Documents committee had a discussion in length regarding these changes.

Compliance Committee: Is not up to speed yet, we need more participation.

Monthly statement from Land Lease Agent – Cathy Roberts is working on this item.

NEW BUSINESS:

Helen presented a WiFi booster to the Board. The booster would be installed in the hall to allow WiFi reception in the hall area. Right now, WiFi is just available at the other end of the building. The Booster club will furnish the booster. Helen suggested that a clear protective case be placed over the booster to deter theft.

The Website status was discussed. Phil said that he needs to get positive information from Josh.

Finance the next round of roofs. The Board asked Karen to submit a loan application for the finance of the next round of roofs. It was discussed that the administrative cost and interest cost will be the only costs passed on to the residents as an assessment. A special Assessment meeting will have to be scheduled in order to present the assessment to the residents.

Mike made a motion to adjourn; 2nd by Joe; none opposed; motion passed.