

**Board of Directors Meeting  
Minutes of February 8, 2017**

**Present:** Kim Stowell, Jennifer Tobin, Thorman Jerry

The general session was called to order at 6:33 pm by President Kim Stowell.

**Review of Meeting Minutes**

- Kim motions to approve December minutes, Jen seconds. All concur, motion carries.

**Entrance Stones**

- Contractor does not offer a specific guarantee but has confirmed via email that he will return to fix any problems that may occur with the repair. (repairs are re-caulking & fixing spacing stones in name)
- The Board has agreed to approve the contract with Ralph Kyle Vincent in the amount of \$787.
- Have Andrea request an estimated date of completion for the work

**IRS Refund Issue**

- Kim has been trying to contact IRS about possible overpayments that may have occurred while under SCS management contract. Overpayments were discovered during the audit process in the total approximate amount of \$125 in 3 payments.
- Andrea had attempted to contact the IRS as a representative of the association however was told that only a Board member was able to request any information. Kim spent several hours to try and find out the correct information and actions that would be required and had little success.
- Due to the time constraints on the Board members and the small amount of potential refund, the Board has decided to forgo further recoument of the overpayment at this time.

**Draft Audit**

- The CPA informed the Board that the cost to redraft the audit to show the additional minutes would be \$200.
- As the Board has proof of the minutes for future reference and there are no further issues, the 2014 audit will stand as is.
- The Board approves the 2015 audit.

**HOA Website**

- Thorman will be working on adding log-ins and documents to the site over the next few weeks
- Andrea will act as an admin to provide verified user log-in info
- For set-up will need admin log-in, resident/homeowner log-in & list of documents from Andrea

## **Legal**

- Kim will email legal about the best way to handle common recurring violations such as trash cans, lawns, etc (Do we have to consistently repeat the process of 1<sup>st</sup> & 2<sup>nd</sup> Violation notice for issues occurring consistently? Are we able to fine by the day for issues such as lawn that aren't corrected and is photo evidence needed for this?)
- Once response is received, Board will follow-up for clarity as needed

## **Summit School Cul-de-sac**

- Roll-over from last month- Jen will reach out to Supervisor Ruth Anderson's office to see if assistance with drag racing/ community speeding is available. If not, will attempt to contact PWC police for assistance.

## **Common Lot Improvements**

- Jen met with Steve from Premium about the desired improvements on the common lot. As of this time, he has sent us a design photo that the Board agrees is on the right track and requests a work estimate for the design shown. Board will discuss via email as necessary.
- The gazebo shown in the design is not in the scope of Premium and will have to be contracted elsewhere. Will request Andrea check on insurance effects of placing a gazebo on property.

## **Tree Pruning Quote**

- Have Andrea let Premium know that the trees in the pin oak pruning quote are not on Brooke Farm property. They are more than welcome to send the quote to the Park Center community in attempt to improve the trees.

## **March Meeting**

- As Kim's due date is the date of the next scheduled meeting, she will not be attending. Jen & Thorman will determine closer to the date if a meeting will be held.

## **Architectural Application**

- An application was submitted for 13150 Drew Hunt for the installation of a stamped concrete patio and fire pit. All required information was not submitted however, the Board has requested Andrea contact homeowners to let them know what is still needed.

The meeting closed at 7:20 pm.

**Executive Session** – Kim will contact legal about the process of removing judgments and the cost to the association to do so and if a contract can be drafted to require payment for the pertinent account.

## Action Items:

**Kim**

- Email legal about how we can enforce overgrown lawns more quickly
- Email legal about account judgements and best practices for payment of those accounts

**Thorman**

- Continue work on website

**Jen**

- Monitor open violations
- Contact Supervisor Anderson/Police

**Andrea**

- Approve the contract for Kyle Vincent (Stone work) & request estimated work completion date when scheduling
- Let Premium know that pin oak pruning quote is not Brooke Farm property

