

Greens HOA Board and Committees June Meeting Report

Monday, June 5, 2017, 3:30 pm. The following were present:
Dave Forbes, Art Hagan, Larry McCants, Ray McElhaney, Russ Moran, Mike Parkinson, Rex Peteet, Alan Steiner,

Budget Report and Discussion –

After review of landscape and gardening budgets and noting that HOA mulched all homes in 2016, made the following decisions:

Approved gardening proposal from Robertsons (cost to HOA \$22598)

Allocate \$3000 of remaining gardening and landscaping budget to mulch and to explore possibility of offering individual homeowners option of purchasing additional mulch.

Leaves only \$306 for plant replacement, sprinkler repair etc. for remainder of year.

Review of landscaping and construction status at 3786 HC and 4085 RP. Mike agreed to draft memo to owners at 3786 HC listing deviations from landscape plan and irrigation standards.

Repair status – projects that are completed include

Roof and interior at 4140 RP

Deck at 4160 RP

Review of repair requirements and standards.

Decided to produce “Readers’ Digest” version of covenants and resolutions that guide repair and landscape obligations. This will be provided to homeowners to help explain HOA and homeowner obligations.

Decided to include discussion of optional services at annual meeting. These optional services may include more extensive maintenance of owner installed plants, owner installed improvements (e.g. dog runs and stairs) and annual mulch.

Annual meeting

Meeting will be Wednesday, August 9th at 3 pm at the Mesa Center

Board positions open at that time are: Dave Forbes, Rex Peteet and Alan Steiner.

Mike Parkinson asked that board select a new chair at the board meeting following the 2017 annual meeting on September 4, 2017.

Greens Picnic

Saturday, August 12, 2017

Meeting was adjourned at 5:15 pm.

**Greens HOA Meeting of
Board, Landscape Committee and ACC
3:30 pm Tuesday, July 11 (NOTE DIFFERENT DATE)**

Questions/Status

- Budget status
- Confirm posting board meeting minutes?
- Bid and/or action on stone replacement
- Bid and/or action on front door oil or stain
- Bid for RP curb and gutter repair
- Deck repair at 4220 RP
- New landscape committee member – Howard Wilson

Annual meeting agenda

- Time – Wednesday, August 9 at 3 pm at Mesa Center
- Announcements to all property owners

Agenda items

- Budget presentation & opportunity to impeach
- Must have proposed budget BEFORE annual meeting
- Announce/discuss RP paving
- Announce/discuss improved landscaping – comes with cost
- Solicit owner input on deck repair

**Greens HOA Meeting of
Board, Landscape Committee and ACC
3:30 pm Monday, August 7, 2017**

Questions/Status

- Budget status/Financial Report – Approved July financial statement
- Status of stone replacement – approved BSR maintenance to replace missing stones – Mary will make another request for homeowners to identify missing stones
- Bid for front door oil or stain was rejected. Mike will request bid from Bud
- Bid for RP curb and gutter repair was rejected as too high BUT existing bids and estimates seem within existing budget
- Deck repair at 4220 RP – approved bid for repair
- Deck repair at 4160 RP – checked completion and learned treated lumber must dry before final painting

Landscape and irrigation completion/correction at 3786 HC and 3776 HC. Mary will ask Robertsons for more detailed explanation of what work is required and what problems were result of new landscaping or deviations from approved plans

Request for refund of building escrow deposit at 4085 RP – will identify specific expenses that are not subject to refund and refund any remainder. Agreed to seek Stuart's input.

Approved request from Aileen Chung for insurance estimates. Mary will send approval to CB insurance.

Window leak at 3756 Hill Circle – Mary will seek bids for repair and to determine if repair is an emergency.

Discussion

Reviewed requirement for multiple bids for work over \$1000

Discussed new board chair and failed to identify willing candidate.

Annual meeting preparation

Discussed agenda and possible landscaping improvement options.

New Business

Howard presented several options for increasing landscaping services. A decision was tabled because it is too late to make any recommendation for the annual meeting of this year.

Adjourned 5:40 pm

**Greens HOA Board Meeting
Tuesday, Sept 5, 2017
3:30 pm - 4065 Reserve Point**

Approved Minutes

Budget Review

Appointed new chair – Howard Wilson

Mary Duvall – Landscape bids, requests by Johnston, Chung and Insurance update

Front Doors

Roof Repair

Curbs

Web page update

Schwarz-Tigges landscape

Open Discussion

Complete notes from this meeting were lost in transition between management companies – this summary prepared from meeting agenda

**Greens Board Meeting
Monday, October 2, 2017 at 3:30 pm
4065 Reserve Point**

Present were: Howard Wilson, Dave Forbes, Mike Parkinson, Lisa Potvin, Rob Ross, Darren Burns and others from Z&R.

Introductions

Darren introduced members of his team from Z&R that we will be working with the Greens

Mike shared an inventory of materials that should be transferred from BSR to Z&R and a list of past contractors

Budget Personnel Changes

Howard introduced new treasurer – Mike Parkinson and finance committee member – Lisa Potvin

Darren will work with Lisa and Mike on changes in financial reporting and compliance with reserve requirements

Darren discovered BSR was not making budgeted deposits in reserves and was authorized to “catch up” with payments to accounts (particularly reserve account) from cash reserves.

Records and Collection Policies

Mike presented proposed policies on records and collections. After second, approved with some clerical corrections.

Policies will be reviewed by Association attorney after first of year

Curb Contact

Contract seconded and approved with caveat that Z&R will “vet” contractor to ensure they meet insurance and other requirements.

Web Page

Rob Ross and Rex Peteet will start on the web page as soon as possible. \$585. Fee to create page will be paid from administrative costs.

Adjourned 5:15 pm

**Greens HOA Meeting of
Board, Landscape Committee and ACC
4085 Reserve Point
3:30 pm Monday, November 6, 2017
Minutes**

Present: Howard Wilson, Chair; Dave Forbes, Board Mbr; Art Hagan, Board Mbr; Mike Parkinson, Sec/Treas; Darren Burns, Z&R Management

Approved minutes of October meeting

Presidents Report

Website update – With thanks to Rob Ross and Rex Peteet for work on this project.

Approved expenditure of \$4600 to create Web site – to include \$2300 deposit. Also discussed possible future expenditure of \$100 per month for maintenance.

Approved Web address that begins “Kissing Camels”

Discussed but postponed decision on third party reserve study.

Landscaping at 3776 HC. Evaluations indicate landscaping issues arise from poor initial installation and are not HOA responsibility. Drainage options were discussed and will be explored further.

Construction completion at 3786 HC – Gate replacement and turf/irrigation issues will be completed from building deposit and remainder of deposit returned to homeowner.

Owner Directory – poor response makes it impossible to create a directory.

Managers Report

Financial report presented and explained

Repairs

Curbs – underway as approved. There may be a weather delay

Roofs – Delay from contractor vetting. Work to begin later.

Window leak at 3776 HC – Bid of \$3900. Will seek another bid or bids but board said work must be done.

Insurance update – With thanks to Lisa Potvin for work on gathering insurance information.

Discussed possible excess replacement coverage. Decided to decrease per square foot coverage to highest recent construction cost.

Approved increased umbrella coverage to \$5m for cost of approximately \$500 per year.

Agreed to provide all homeowners with details on coverage so they may adjust their own insurance.

Ingels overpayment update. Does not appear HOA will be able to collect.

Officers & Committee Reports

Secretary

Update on construction deposit at 4585 RP – will prepare detailed list of costs and default assessments. Offer homeowner option to surrender deposit in exchange for HOA agreement not to pursue assessment.

Update on pet enclosure, deck and door at 3826 HC.

Pet enclosure approved

Door – will write to ensure homeowner aware of prior owner's agreements

Deck expansion – will write homeowner to ensure they are aware of land transfer requirements. Will require homeowners to pay associated expenses and fair market value for land to be transferred to HOA.

New Business

Discussed possibility of changing date of annual meeting to more nearly coincide with fiscal year.

Adjourned at 5:05 pm

**Greens HOA Meeting of
Board, Landscape Committee and ACC
4085 Reserve Point
3:30 pm Monday, December 4, 2017
Minutes**

Present: Howard Wilson, Chair; Board Mbrs; Art Hagan, Rex Peteet, Mike Parkinson, Sec/Treas; ACC Mbr Mary Barry; Finance Cmt Mbr Larry McCants; Chris Schade, Z&R Management

Approved minutes of November meeting

Z& R Report

Johnston status deferred to exec session

Tigges – getting bids for gate and sod. Irrigation system to begin ASAP

Barry window leak – getting second bid

President's Report

HOA land use policy

KCPOA prohibits dumpsters in street

Future dumpsters to be placed on driveways unless on private property with property owner's approval.

Site Review/Reserve Study

Deferred action – Board to explore self-study

Dues Late Fees - Decided not to change "old" system which was \$50 fee for dues more than 30 days overdue

Landscape matters

BSR did not pay BrightView for fall work. Bills of about \$1400 remain will be paid from existing gardening funds

Left decision regarding winter watering to Howard. Suggested he take least expensive option of truck watering and using irrigation system with a second blow out.

Robertsons will complete fall clean up this Wednesday

Entwhistle deck application – Referred to ACC for review

Recommended securing opinion of original architect regarding aesthetics and deviation from original plan.

Web Page

All content in hands of designer. Determined that covenants, by-laws, resolutions, declarant assignment and building application should be on public portion of Web page.

Insurance Review

Howard reported on research by Lisa Potvin.

Decided to ask Lisa to send proposed letter to insurance carrier regarding reducing coverage to more accurately reflect actual replacement costs.

Budget Report

Chris reported on budget status

Decided to place all of remaining budget (after reserving two months of operating expenses) into reserves

Open Discussion

Art Hagan reported on KCPOA action regarding new home on Hill Circle

Executive Session

Discussed pending litigation

Adjourned at 4:55 pm