

**YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.**

HOA Board Meeting – Meeting Minutes

Location: 4617 17<sup>th</sup> Street      Date & Time: Mon, July 17, 2017 – 7:15 PM

**MEETING ATTENDEES**

HOA Board Members Present	Sabrina Neu, Jessica Holden, Shamvu Karki	Quorum Met?	
HOA Board Members Not Present	Jon Georgitis, Cathy Badell	Other HOA Member Attendees	
Property Mgmt Co Attendees	Helen Cartwright	Guest Attendees	

**NEW/OPEN ACTION ITEMS**

Date Assigned	Owner	Description	Target Date
06/20/16	Cathy	Ask HH about staining the fence - do they want to pay for other side, have it done at the same time.	08/31/17
04/11/16	Cathy	Discuss the insurance coverage with the Master HOA. Master HOA might be over-insured, possibly can get cheaper coverage.	08/31/17
04/03/17	Helen	Draft Collections Policy	10/9/17
07/17/17	Helen	Contact owner of 4624 about maintaining LCE landscaping	7/31/17
07/17/17	Helen	Draft newsletter	7/31/17
07/17/17	Cathy	Get details of 16 <sup>th</sup> St Master Annual Meeting so YW can be notified	8/31/17
07/17/17			
07/17/17			

**DISCUSSION NOTES**

**1. Meeting Called to Order – At 6:42 pm**

**2. Approval of Minutes - Motion by Jessica to approve minutes from April 3, 2017 and seconded by Shamvu.**  
Motion passed.

**3. Manager’s Report -**

4/13/17      Luke Eisenhauer, 4614, requested that Green Spaces do not spray the weed control on the grass in front of his row of homes. Helen forwarded the request to the Master Association who has responsibility for the street strips. The Master board decided against making this exception.

4/24/17      Adelyn Jones, 1609, enquired about maintenance of the landscaping strip adjacent to her home. Helen advised her that this was part of her LCE and she is responsible for maintenance.

5/4/17      Dom Nozzi, 4612 (and others), reported a sprinkler leak at the corner of 16<sup>th</sup> and Yarmouth. It is in the Master Association common area. Helen called it in to Green Spaces.

5/5/17      Claire Studholme, 4630, and Jon Georgitis, 4628, both contacted the manager because some of the irrigation in the LCE for 4630 is attached to the water meter at 4628. The Board advised the owners that taking care of separating this would be their responsibility. There was also a leak in the irrigation system, which Helen called in to Green Spaces.

5/11/17      Susan Graves, 4618, reported that the old owner of 1625 has left a load of trash in the alley. David said that the new owner was taking care of it.

5/15/17      Luke emailed to check that the common area irrigation had been turned on. Helen asked Green Spaces to check.

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- 6/10/17 Sabrina Neu, 4717, emailed because the LCE at 4620 has not been taken care of and is full of weeds. The owner authorized Green Spaces to do this work and will cover the cost.
- 6/14/17 Jessica Holden, 4626, reported that the front yard of 4624 is in disrepair. Helen will contact the owner to request that she takes care of this.
- 6/22/17 Jessica has contacted Green Spaces to repair a problem with her sprinklers. The Board determined that sprinkler repairs in LCE are owner responsibility.
- 6/25/17 Sabrina reported a sprinkler leak in the GCE behind her home. Green Spaces made the repair.
- 6/26/17 Patti Rother, 4606, asked if the sprinklers were on for her building’s front and back yards. Green Spaces found that they had been turned off, so they switched them back on again.
- 7/1/17 Dom requested that the sprinkler riser is capped in the alley behind 4612, as it makes a mess and does not water anything, except their trash cans.
- 7/10/17 Cathy Badell, 4725, called in a sprinkler leak from between her house and the pocket park. Helen called this in to Green Spaces. This was drainage from the Master Association / Solar Row sprinklers. Those zones have been set to water less often.
- 7/14/17 Adam Hosein, 1633, wanted to tell the Board that the sale on his house fell through because the potential new owner thought the reserves account was insufficiently funded.
- 7/14/17 Sabrina asked that Green Spaces come out to check the sprinkler repair they recently did adjacent to her address. Mike checked the repairs and they appeared to be working fine. He asked if Sabrina could mark the area if she noticed any other problems.
- 7/17/17 Sabrina reported that the tenants at 4620 have been dropping cigarette butts in the common area landscaping. Helen contacted the property manager, who will tell them to stop doing this.

**4. Financial Statements & Delinquencies**

- a. Month end May 2017 were emailed out. All expenses are normal and we are meeting the budget. Four owners have past due amounts related to the water being charged back. Jessica moved to approve the May financial statements. Sabrina seconded the motion which passed unanimously.

**5. Old Business**

**a. Action Item Update**

<b>Date Assigned</b>	<b>Owner</b>	<b>Description</b>	<b>Target Date</b>
04/03/17	Helen	Fix EcoPass accounting <i>-Completed</i>	04/15/17
04/03/17	Helen	Provide Sabrina with painting contact name & number <i>- Open item</i>	04/30/17
04/03/17	Helen	Propose dates for the June board meeting <i>-Completed – Moved to July</i>	05/15/17
04/03/17	Helen	Draft a collections policy <i>-prepare for next Board Meeting</i>	05/20/17

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09/19/16	Cathy	Draft communication about owner responsibility for exterior painting of buildings. <i>-Included in New Business</i>	05/20/17
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**b. Fence Staining** – Helen will remind the painter to schedule this project.

**6. New Business**

**a. House Painting** – Proposed rules for house painting include:

- i. Deadline – Sept 30, 2019
- ii. Paint Colors – Must use paint colors & brands from the palette published by YW HOA
  - 1. Changing unit color – Must submit an ACC for approval. For attached units, all owners must agree on color and sign off on ACC.
- iii. Scope – Exterior including trim and garage doors.
- iv. Exterior Repairs – Get repairs completed before painting
- v. Consequences of missing deadline. Fine of \$100. HOA management company will arrange painting and charge the cost back to you in lump sum, to be paid within 30 days.

**b. Board Member Resignation** – Jon Georgitis has sold his home and is no longer a part of YW HOA. We are seeking a new Board Member.

**c. Newsletter** – Helen will draft newsletter to include requirements for house painting, reminder about maintenance of LCE landscaping and buildings and clean-up of dog waste / location of bag dispensers.

**d. Common Area Maintenance** – Jessica suggested getting a load of mulch from Western Disposal for owners to use in the LCE landscaping. Helen will send an email to owners to gauge interest. Helen will meet with Green Spaces to look at GCE landscaping, including replacing bushes that have died and replacing bark mulch with stones. We will also look into replacing the trees that are dying adjacent to the new EFAA building with shrubs.

**e. Reserve Study / Draft 2018 Budget** – Helen presented an updated Reserve Study, which show that YW should save around \$15,000 / year to cover long term projects. We are projected to save under \$10,000 in 2017 and will end the year with only 55% of required savings covered. Management is recommending a 6% dues increase in 2018 to boost reserve savings.

**7. Upcoming Meeting(s)**

**a. Next YW HOA Board Meeting** - The date/time/location of the next Board meeting is Monday October 9, 2017 at 6:30 pm. Location TBD.

**8. Adjournment**

**a.** With no further business to discuss, the meeting adjourned at 7:59 pm.