

YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.

HOA Board Meeting – Meeting Minutes

Location: 4625 17th Street Date & Time: Mon, Oct 9, 2017 – 7:15 PM

MEETING ATTENDEES

HOA Board Members Present	Sabrina Neu, Cathy Badell, Steve Muller	Quorum Met?	Yes
HOA Board Members Not Present	Jessica Holden, Shamvu Karki	Other HOA Member Attendees	N/A
Property Mgmt Co Attendees	Helen Cartwright	Guest Attendees	N/A

NEW/OPEN ACTION ITEMS

Date Assigned	Owner	Description	Target Date
10/09/17	Helen	Follow up with the attorney about LCE sprinklers.	11/30/17
10/09/17	Helen	Post collections policy on website and email owners a link.	11/30/17
10/09/17	Helen	Put paint colors on the website	11/30/17
10/09/17	Helen	Newsletter <ul style="list-style-type: none"> • Painting rules • Landscaping LCE responsibility • Fence maintenance • Master HOA annual meeting Wed Nov 1 at EFAA at 6 pm • YW annual meeting TBD • Board member vacancy • ECOPasses 	11/30/17
10/09/17	Helen	Check on Silver Sage availability Mon Nov 13 or Mon Nov 27 @ 6:30-8:30 pm	11/13/17
10/09/17	Helen	Email about EcoPasses – total cost is \$1600. How many are interested.	11/13/17
10/09/17	Helen	Revise the budget	11/13/17
10/09/17	Helen	Follow up on sprinklers – which units have been blown out? Contact those who haven't and find out if they did on their own. If not, then arrange for GreenSpaces to do it.	11/13/17
10/09/17	Cathy	Contact Solar Row about concrete replacement	11/13/17

DISCUSSION NOTES

1. Meeting Called to Order – At 7:25 pm

2. Approval of Minutes - Motion by Sabrina to approve minutes from July 17, 2017 and seconded by Cathy. Motion passed.

3. Manager's Report -

7/26/17 Sabrina Neu, 4717, emailed because the Solar Row sprinklers are causing puddling by her & Cathy's building. Helen asked Green Spaces to investigate.

7/26/17 Corey Keizer, 4625, emailed about a car with parking tags. It is a new tenant who is waiting for the landlord to provide the tags.

8/7/17 Patti Rother, 4606, asked about putting a tiny library in the common area. Helen passed the request on to the Master Association.

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- 8/8/17 Someone left a large bookcase in the common area at the end of the Woonerf. As we were unable to find out who it belonged to, Helen arranged for Western Disposal to pick it up.

- 9/20/17 Dom Nozzi, 4612, asked about getting his irrigation turned off. The detached homes are responsible for turning off and winterizing their own sprinklers.

- 9/28/17 Terry Larson, realtor for 1633, called to find out the brand for the shower faucets as they are faulty. It was determined that they are DANZE brand and the manufacturer will send replacement cartridges.

- 9/29/17 Kelly Stapleton, 4604, requested that the weed elm trees are removed from the common area behind her garage. This is part of the LCE for 1609 Yarmouth. Helen passed on the request to the owner of 1609 - she thinks that the HOA should take care of this.

- 10/3/17 Terry Larson, realtor for 1633, shared that the Tankless Water Heaters at Yarmouth Way have a part that was recalled because it was a fire hazard. The information on how to get this fixed was emailed to all homeowners.

4. Financial Statements & Delinquencies

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

5. Old Business

a. Action Item Update

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. <i>--Completed – YW will pay for whole fence maintenance as it's on YW property. Will be completed by 10/13/17.</i>	10/13/17
04/11/16	Cathy	Discuss the insurance coverage with the Master HOA. Master HOA might be over-insured, possibly can get cheaper coverage. <i>--Insurance costs are not significant will defer.</i>	08/31/17
04/03/17	Helen	Collections Policy <i>--Policy exists; signed by Luke Eisenhauer, President, 12/04/2013.</i>	10/9/17
07/17/17	Helen	Contact owner of 4624 about maintaining LCE landscaping <i>--Completed</i>	7/31/17
07/17/17	Helen	Newsletter <i>--Moved to current actions</i>	7/31/17
07/17/17	Cathy	Get details of 16 th St Master Annual Meeting so YW can be notified <i>--Completed</i>	8/31/17

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6. New Business

- a. **Board Member Vacancies** –
 - i. Steve Muller appointed to replace Jon Georgitis
 - ii. Shamvu Karki has sold his home and is no longer a part of YW HOA. We are seeking a new Board Member and will announce vacancy in the newsletter and discuss at annual meeting.
- b. **ECOPasses** – Need to break even – Helen will email out to find out interest.
- c. **Common Area Maintenance** – Helen will follow up with attorney on LCE maintenance responsibility.
- d. **Draft 2018 Budget** –Helen will revise and send out
- e. **HOA Qualified for FHA Loans** – Lasts 2 years, may be useful for affordable unit purchasers. Cost is \$1,800. Board does not approve moving forward, cost is too high for the small possibility that it might help someone within 2 years.
- f. **Lot 15 Driveway** – Asphalt quote received. Sent to Solar Row.

7. Upcoming Meeting(s)

- a. **Next YW HOA Board Meeting** - The date/time/location of the annual meeting is TBD. Depends on Silver Sage availability.

8. Adjournment

- a. With no further business to discuss, the meeting adjourned at 9:00 pm.