

YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.

HOA Board Meeting – Meeting Minutes

Location: 4625 17th Street Date & Time: Wed, October 2, 2019 – 6:30 PM

MEETING ATTENDEES

HOA Board Members Present	Steve Muller, Cathy Badell, Sabrina Neu	Quorum Met?	Yes
HOA Board Members Not Present	Drake Elkins	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
10/02/19	Helen	Notify owners of unpainted units that they have until end of business Fri Oct 4 to provide proof of a contract for painting to take place or HOA will arrange and bill back.	10/03/19
10/02/19	Helen	Call Ackerman for bids on 3 units not painted.	10/03/19
10/02/19	Helen	Send FRAM invoice to Steve so he can provide to Master HOA bookkeeper to pay.	10/03/19
10/02/19	Steve	Tell Helen amount that YW owes to Master HOA for asphalt & concrete after reserves are applied, tell Solar Row amount that they owe after reserves are applied, and forward invoice to Master HOA bookkeeper for payment.	10/03/19
10/02/19	Helen	Issue check to Master HOA from Reserves for asphalt & concrete balance	10/04/19
10/02/19	Cathy	Introduce Mike from GreenSpaces to Steve so he can meet on Oct 21 when Mike is here for blow outs.	10/04/19
10/02/19	Helen	Update 2020 budget for a 9% increase and distribute to Board.	10/04/19
10/02/19	Helen	Contact FRAM about painting 'SLOW' in advance of the woonerf in each direction in lieu of painting the parking space numbers.	10/04/19
10/02/19	Helen	Contact FRAM and GreenSpaces to meet about the sprinkler break.	10/04/19
07/08/19	Helen	Ask LCE owners along woonerf to trim or arrange trimming of LCE trees or HOA can arrange trimming and bill back.	10/04/19
10/02/19	Helen	Email updated Rules & Regs to owners and post to the website.	10/21/19
10/02/19	Helen	Mail notice to owners for annual meeting on or before Mon Oct 21 and include the updated Rules & Regs. Annual meeting set for Mon Nov 4 from 6:30-7:30 pm at 4628 16th St.	10/21/19
10/02/19	Cathy	Review Collections Policy and adapt to Rules & Regulations format.	10/31/19
07/08/19	Helen	Look into auto-draft for HOA fees to offer as an option to owners	10/31/19
07/08/19	Helen	Get second bid to evaluate balcony support repairs. <i>10/02/19 Update: Helen meeting with contractor week of 10/07.</i>	10/31/19

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DISCUSSION NOTES

- 1. Meeting Called to Order – At 6:40 pm**

- 2. Approval of Minutes** - Motion by Cathy to approve minutes from July 8, 2019 and seconded by Sabrina. Motion passed unanimously.

- 3. Manager’s Report** - Reviewed.
 - a. Approved painting SLOW on the approaches to the woonerf entrances in both directions.
 - b. Helen will ask owners along woonerf to trim LCE trees or HOA will arrange and bill back.
 - c. Parking passes are hang tags because that enables them to be transferrable per Parking Policy.

- 4. Financial Statements & Delinquencies**
 - a. At the end of Sept 2019, we have total assets of \$66,044. There is a total of \$2,796.40 in delinquent accounts, some from water bills, some from short pays.

 - b. Cathy moved to approve the Sept financial statements. Sabrina seconded the motion which passed unanimously.

 - c. Cathy will review the Collections Policy and adapt to Rules & Regulations format so there is a single document for reference.

- 5. Old Business**
 - a. **Action Item Update**

Date Assigned	Owner	Description	Target Date
07/08/19	Helen	Send email about open fire burning restrictions <i>Completed.</i>	07/19/19
07/08/19	Helen	Contact owner about fire pit (gas vs wood) <i>Completed.</i>	07/19/19
07/08/19	Helen	Look into auto-draft for HOA fees OPEN	07/19/19
07/08/19	Helen	Make changes to the landscaping responsibilities related to repairs and send to board for final review before adding to R&R. <i>Completed.</i>	07/12/19
07/08/19	Board	Review final draft of landscaping responsibilities and confirm Helen can publish. <i>Completed.</i>	07/19/19
07/08/19	Helen	Arrange a meeting between FRAM and 4632 16 th St owner <i>Completed.</i>	07/19/19
07/08/19	Helen	Find out how many sprinkler zones are in the Master HOA. <i>Completed & emailed to Steve Muller.</i>	07/31/19
07/08/19	Helen	Go back to owner of 1633 to revise ACC if she wants to do a different color. <i>Completed.</i>	07/19/19
08/08/19	Helen	Send out reminder about painting and ask people to reply if their painting has been done. <i>Completed.</i>	07/19/19
07/08/19	Helen	Ask LCE owners along woonerf to trim trees or HOA can arrange and bill back. OPEN	07/19/19

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6. Old Business

a. EFAA Drainage

- i. No update, but was not an issue this summer – sprinklers at 16th Street/EFAA may have been turned off this summer and there were no big rain storms.

b. Tree Care

- i. Honey Locusts trees were evaluated. One may need to be removed by owner in the future. Callery Pear trees along woonerf were treated with a growth inhibitor. Will need treatment every other year.

c. Asphalt & Concrete

- i. Completed. Numbers were not repainted, so Helen will ask Jeremy to paint the SLOW on the alley instead.

d. Raccoons/Cats

- i. One motion light was installed and there still needs to be one installed.

e. House Painting

- i. Three owners have not painted. Helen to contact owners that HOA is getting bids from Ackerman and will move forward with contract and bill-back, unless owners provide evidence by end of business Fri Oct 4 of a contract with their own vendor(s).

f. Parking Passes

- i. Parking passes that have cracked due to wear and tear can be traded for a new parking pass at no charge.

7. New Business

a. GCE Irrigation

- a. Large leak under concrete in alley at the woonerf intersection. Need to repair – verbal bid from GreenSpaces of ~\$3K to repair or less than ~\$1K for capping and hardscaping the landscaping, as well as lower future water and maintenance costs. Possibly caused by FRAM repair. Helen to follow up with FRAM and GreenSpaces.

b. 2020 Budget

- a. Higher than 2019. Insurance increased from 2019 by \$1,700 and 2020 Master HOA assessment increased significantly due to snow removal costs for 2018/2019 and expected costs for 2019/2020.
- b. Board approved only a 9% assessment increase for 2020 even though it does not fully fund reserves transfer.

c. ACC Applications

- a. None

d. Homeowners Concerns

- a. None

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8. Upcoming Meeting(s)

- a. **Annual Meeting** – The 2019 Annual Meeting will be on Mon Nov 4 at 6:30 pm at 4628 16th Street from 6:30-7:30 pm.

- b. **Board Meeting** - The next Board Meeting is TBD in Jan 2020.

9. Adjournment

- a. With no further business to discuss, the meeting adjourned at 8:21 pm.