

## **Minutes for Board Meeting – November 8, 2011 AUO Oswego Ridge, a Condominium's Clubhouse**

The meeting was opened at 6:06PM. Board members Jim Stewart, Cynthia Griffen, Rand Wilhelmsen and Mark Stephens were present. Also present were Ed Hamilton and Yvonne Palmer of CAP, our HOA management company

The minutes of the October meeting were approved.

### **Old Business:**

#### **Reserve Study:**

- 1) Bliss Roofing has examined the roof and has determined that it has at least 20 years more life if it is regularly cleaned and crickets (rain diverters) are installed on all chimneys. Bliss is preparing a quote for this. The letter indicating these issues needs to be presented to the reserve study group for modification of their estimates.
- 2) In addition a recap of our listing of errors in the study needs to be sent to Yvonne for her to reconcile with the study group.

#### **FHA:**

The study is proceeding but will need a finalized reserve study for completion.

#### **Paving:**

Coast was contacted and has agreed to hold the price for seal coating for next Spring.

#### **Delinquent HOA Payments:**

- 1) A resolution was proposed (moved by Mark; seconded by Cynthia) for assignment of rent to the HOA for any absentee owner delinquent in dues. This was passed unanimously.
- 2) A resolution was proposed (moved by Jim; seconded by Mark) that all fees associated with the collection of delinquent HOA dues (including, but not limited to, invoice statement charges, late fees, attorney fees, etc.) be for the account of the owner. This was passed unanimously.
- 3) A resolution was proposed (moved by Jim; seconded by Rand) to require our attorney to send a demand letter to the bank in charge of unit 34 to require them to immediately bring the account current or the HOA will foreclose on the property. This was passed unanimously.

**Water Problem at G101:**

This has been mitigated by the installation of channel drains in the main and lateral walkways.

**Tree Complaint:**

The one tree in question has been removed. Yvonne will contact Jeff to obtain a bid to remove the other two leaning trees and check with an arborist for the best solution for the edge of the bank situation there.

**2012 Budget:**

Cynthia will compose a letter to be sent to all owners explaining the need to raise the HOA fees. CAP will do the distribution.

**New Business:****Communication Procedures:**

Phone discussion is preferred as emails imply an official board meeting without providing the owners the opportunity to participate. Any decisions must be made in an open meeting with a minimum three day advance announcement on the bulletin board. Mark will be the point of contact with Yvonne.

**Mossy Walkways:**

Yvonne will secure a quote to pressure wash the walkways before winter cold weather sets in to eliminate any liability risk.

The meeting was adjourned at 7:30PM.

The next meeting will be on Monday, December 5 at 6:00PM.

Respectfully submitted by Jim Stewart, Board Secretary.