

**SUN LAKES VILLAS 46A HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
December 12, 2017**

President Richard von Barandy called the meeting to order at 4:30PM. The meeting was held in the Oakwood Clubhouse Bradford room. Board members present included Mr. von Barandy, Susan Carew, Secretary/Treasurer, Mike Meyer, Vice President, and Ron Betti and Julie Anderson, Members at Large.

David Jacobsen, Maintenance Manager, and Bob Deken, Accountant, were also present.

A quorum was reached.

INTRODUCTION OF BOARD & STAFF: The Board members and staff were introduced by Mr. von Barandy. Dean Crocker has resigned from the Board and Mr. von Barandy thanked him for his service. The Board has elected Ron Betti to fill the remainder of Mr. Crocker's term.

INTRODUCTION OF NEW OWNERS: None.

APPROVAL OF MINUTES: Ms. Carew made a motion to approve the September 19, 2017 meeting minutes as submitted; Mr. Meyer was the second and the motion was unanimously passed.

FINANCIAL REPORTS: Mr. Deken listed the operating cash as \$39,438, the reserve CD funds as \$167,458, and the money market reserve as \$55,912. Interest is now at 2%. There is only one owner who has not paid his assessment. There is a year-to-date deficit due to the Board previously passing a resolution to repair 20 patio roofs.

MAINTENANCE MANAGER'S REPORT: Mr. Jacobsen said this is his last month as maintenance manager. He thanked the current and previous Boards for the opportunity to serve the community. The work on the 20 patio roofs is complete and 14 roof leaks were repaired. Fall planting is complete. Minor stucco repairs and fascia painting is ongoing.

OLD BUSINESS

ADJOURNMENT SCHEDULE, ARTICLE III, SECTION 10 OF THE BY LAWS – Ms. Carew summarized the change as being needed due to the periods of time between meeting dates. The current schedule conflicts with how the By Laws currently read. The proposed change is to remove the reference to the 30-day interval. Mr. von Barandy made a motion to approve the change; Mr. Meyer was the second and the motion was passed. The exact language for the change to Article III is attached to these minutes that are posted in the Oakwood Library and on the Villas 46A website.

STORAGE OF TRASH CONTAINERS, RULES & REGULATIONS – Because the Master Association Rules & Regulations state that trash containers must be stored out of sight, an addition to the Villas 46A Rules is needed. Ms. Anderson made a motion that wording to this effect be added to the Villas 46A Rules & Regulations; Mr. Betti was the second to the motion and it was unanimously passed. The exact language for the addition is attached to these minutes that are posted in the Oakwood Library and on the Villas 46A website.

STATUTORY AGENT – Mr. von Barandy explained that the Association must have a Statutory Agent but that entity does not have to be named in the Articles of Incorporation. Since Carpenter Hazelwood is no longer the Agent of record their name should be removed. The Articles will now

state that a Statutory Agent is appointed but will not include a name. Mr. Meyer made a motion to this effect; Ms. Anderson was the second to the motion and it was unanimously passed.

NEW BUSINESS

2018 BUDGET APPROVAL – A workshop meeting was held on November 14 and it was determined that if the assessment for next year is not increased the Association would be left with a deficit at the end of 2018. The recommendation is to increase the assessment by \$15/quarterly. Much of this increase has to do with roof repairs and insurance costs. The Board is trying to keep the increase to a minimum. Mr. Betti made a motion to approve the \$15/quarter increase; Ms. Carew was the second and the motion was unanimously passed.

SPECIAL LANDSCAPE ISSUES – Mr. von Barandy explained that the transformer boxes located near Dobson Road and Nacoma Drive sit in the lawn area and therefore rust from the water that irrigated the grass. Two estimates have been received on how to re-landscape and put granite around the boxes. The other issue is drainage between two Villas on Arrowvale Drive. Quotes have been obtained for redoing this area to eliminate the problem. Fixing both issues at the same time would be a cost savings. Mr. Betti made a motion to accept the compounded bid of \$2,589 to fix both areas; Ms. Anderson was the second and the motion passed. Mr. Myer abstained as his is one of the units affected on Arrowvale Drive.

ANNUAL MEETING – Ms. Carew explained the By Law change that needs to be made since the Board voted in 2015 to hold the Villas 46A annual meeting in March. The date, time, and location will be determined by the Board. Ms. Anderson made a motion to accept this change; Mr. Meyer was the second to the motion and it was unanimously passed. Mr. von Barandy asked for volunteers for a committee to plan the March 2018 annual meeting.

2018 BOARD MEETING SCHEDULE – Mr. von Barandy said the objective is to maximize meetings early and later in the year so action on items homeowners bring forward can be accomplished. Mr. Betti made a motion to accept the 2018 schedule; Mr. Meyer was the second to the motion and it was unanimously passed.

REVIEW OF GOVERNING DOCUMENTS – Ms. Anderson has volunteered to chair this committee; other volunteers are needed.

NOMINATING COMMITTEE – Homeowner Joyce Stefanick has agreed to be the chair of the nominating committee. Other volunteers are needed.

MAINTENANCE MANAGER CHANGE – Three people have been interviewed to fill this position. The Board will decide on who will be hired as the maintenance manager for 2018.

2018 LANDSCAPE QUOTES – Six quotes have been received. The Board felt it was time to check on pricing for this job but it is no reflection on the quality of work done currently by DBJ Landscaping.

PATIO EXTENSION – A Villa owner obtained a permit from the Master Association ALC Department to extend their patio without prior approval from Villas 46A management. The Board has reviewed the work and finds no encroachment of either common area or the neighboring villa. Under the circumstances, the Board has granted a variance for the existing patio extension. Ms. Anderson made a motion to post the patio extension variance and fine the homeowner \$35 for non-compliance. The owner will assume responsibility for liability and maintenance of the extension. Mr. Meyer was the second to the motion and it was passed.

As a part of the discussion above, the Board approved the concept of developing a formal variance request form and policy requiring approval by Villas management prior to filing a request for work with the Master Association. When finalized and approved by the Board and Villa owners, the variance request form, policy and process will be posted on the Villas 46A website.

Mr. Betti did not vote as he had left the meeting for a prior commitment. Mr. von Barandy said there will be a posting on the website with the 13 items that need Villas approval prior to going the Master Association ALC Department.

COMMENTS

Ms. Evans asked when the elections would be held. Mr. von Barandy said the vote will be in February.

A homeowner asked if he wanted to do a patio extension would he need permission from the Villas and the ALC Department. Mr. von Barandy said he would need both.

A homeowner asked the Board members to use the microphone when speaking. Mr. von Barandy said he would see that they would in the future.

ADJOURNMENT: Mr. von Barandy called for adjournment. The meeting concluded at 5:28PM.

Transcribed by
Karen Jorgensen

Secretary

Date

Verbiage for Document Changes

For Agenda items OLD BUSINESS, # a. and b.

Bylaws Article III:

Section 10. Adjournment: The Board of Directors may adjourn any meeting from day to day or for such other times as may be prudent or necessary in the interest of the Corporation, ~~provided that no meeting may be adjourned for a period longer than 30 days.~~

Rules & Regulations:

Section 5, Additional Rules and Regulations

5.9. As outlined in Section 5, Article X of the HOA3 Rules and Regulations, "all garbage or trash must be kept in covered containers. When stored, containers must not be visible from neighboring property."

For Villas, this means containers must be stored in the garage.

For Agenda item NEW BUSINESS, # c.

Bylaws Article II:

Section 2. Meetings: Meetings of Members and the Board of Directors shall be held at a convenient time and place as designated by the Board of Directors. Annual Meeting of the owners shall be held on the second Tuesday in January each year at a time and place designated by the Board of Directors. *(Verbiage from amendment dated 4/10/2012)*

Note: Annual Meeting is now held in March – an additional amendment is needed.

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