

SCHOA Records Management Board Meeting

DATE: September 3, 2002

LOCATION: SCHOA Clubhouse

TYPE OF MEETING: Regular BOT Meeting

The Order of Business (Pursuant to SCHOA By-Laws Exhibit "A")

- I. Call to Order at 7:04 pm and Roll Call (Please see the Minutes cover sheet)
 - President's comments:
 - A quorum is present to conduct SCHOA business.
 - *Welcome extended to Clara Fletcher and Bob Halsall as Association Management candidates.*
- II. Proof of notices of meeting or waiver of notice (Secretary)
N/A
- III. Reading and approval of the minutes of the previous meeting (Secretary)
The minutes of the August 6, 2002 BOT meeting were approved as amended.
- IV. Reports of Officers
 - Treasurer's financial report (as applies)
 - Secretary's report: *Correspondence dated 8-26-02 from Bill Lyons, unit #1468; was submitted for review and duly noted.*
- V. Reports of Standing Committees and Management
Standing Committees
 - Architecture: *no requests received this reporting period.*
 - Finance: *the BOT reviewed the comprehensive report submitted by Bob Halsall.*
 - Landscape: *no report submitted this reporting period.*
 - Newsletter: *Thong Tran will submit the final proof to the BOT by 9-6-02 for publication.*
 - Pool: *per Jennifer Kochaney, chemical supply expected to be exhausted by 9-15-02 with pool closure for the season estimated at that time.*
 - Parking: *per Thong Tran, four warnings and zero towings occurred this reporting period.*
 - Social Events: *(this committee to be commissioned as needed) purchase of refreshments for the Annual Meeting 10-1-02 was approved (reference resolutions log)*

Standing Management Report (by SCHOA Manager unless noted otherwise)

- Critical Updates: status of major repairs to units: #1378 related to the fire damage; cost estimates of tile for water drainage; review of other items on "hold" as needed
Progress continues on schedule for unit #1378. .
- Status of Tenant Leases: *8/31 units remain outstanding; owner/resident contact to be pursued by interim association managers.*
- Status of Delinquencies & Liens: *status encompassed in the financial report submitted to the BOT with record of all follow up actions by Bob Halsall*
- Status of Monthly Receipts & Disbursements: *status encompassed in the financial report.*
- Status of Common Areas improvements: *Three quotes to be secured by B. Ziegler by 9-15-02 with objective of selecting the lowest and best quote for job completion this calendar year.*
- Status of progress on Critical Calendar Tasks & Events - Status of Complaints & Remedies: *Interim association manager presented a complete log of activities for this reporting period. This format was accepted as the standard for BOT review. The Proxy cards and Newsletter to be issued by US Postal Mail no later than 9-12-02.*
- *Other: none presented.*

- VI. Election of Inspectors of Election

Bridget Clark and Thong Tran offered to serve in this capacity.

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VII. Election of Trustees

The position of Secretary will need to be filled in addition to those posted for election. Jennifer Kochaney offered to serve as the "meeting clerk" to record the minutes of the Annual meeting.

VIII. Unfinished (Old) Business

IX. New Business

The BOT reviewed the proposals for the selection of Association Manager. Clara Fletcher and Bob Halsall were approved to serve as co-interim Association Managers effective immediately, on a monthly fee basis through Oct. 31, 2002.

X. Home Owners' Concerns

- Owner of unit #1424 requested a copy of the letter issued to the BOT in Nov. 2001 regarding issues concerning unit #1426. Request denied for confidentiality reasons. Owner of unit #1424 was told that to make such a request to the unit owner of #1426 directly.

Note: The BOT cannot release confidential information/documentation without corresponding written authorization for release of information (as specified) by the author.

- Owner of unit #1424 requested that the BOT provide copies of prior minutes; budgets for FY 2000 to present. BOT indicated that master file can be reviewed by appointment. Copies are charged at \$1.00 per page. Reminder that minutes are posted on the clubhouse bulletin board subsequent to approval; and that SCHOA information is posted to the website.

- Owner of unit #1424 requested the BOT to place a telecon so that said owner could participate by phone in monthly BOT meetings. Request denied on two counts: (1) there is no phone jack in the great room of the clubhouse and (2) extending such privileges would be exclusionary since multiple phone conferencing services through a local telecon carrier are not warranted in the budget.

XI. Adjournment

With no further business being brought before the BOT, the same was adjourned at 8:45pm.

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RESOLUTIONS LOG September 3, 2002

Instructions: The Secretary will record motions submitted, seconded and will check the box to denote motion carried. Where expenditures are proposed for approval, the resolution will be duly referenced with an (*).

| Number | X if Approved | Resolution Statement |
|--------|---------------|---|
| 01 | [x] | <p>The Board approves the minutes of the August 6, 2002 SCHOA BOT meeting ___ as submitted ✓ as amended.</p> <p>Motion: Judy Halsall Second: John Rossi Outcome: Unanimously approved as amended.</p> |
| 02 | [x] | <p>The Board approves minutes of the special meeting dated 8-14-02, concerning the performance review of Paul Daily as SCHOA Manager.</p> <p>Motion: Dana Gang Second: Judy Halsall Outcome: Unanimously approved.</p> |
| 03 | [X] | <p>The Board approves an additional \$125.00 to cover the cost of duplication and postage for the inclusion of the proxy letter in the publication and mailing of the Fall Newsletter.</p> <p>Motion: Dana Gang Second: John Rossi Outcome: Unanimously approved.</p> |
| 04 | [x] | <p>The Board approves hiring independent contractors C.Fletcher & B. Halsall from 9-4-02 to 10-31-02 on a fee for service basis at the total rate of \$900.00/month plus reimbursement for expenses as outlined in their proposal. Payment shall be issued on a 50/50 split fee basis.</p> <p>Motion: Jennifer Kochaney Second: Dana Gang Outcome: Unanimously approved. Note: At the Annual meeting the BOT will entertain proposals for a one-year contract.</p> |
| 05 | [x] | <p>The Board approves a total not to exceed \$100.00 for refreshments for the Annual meeting to be held on 10-1-02.</p> <p>Motion: Jennifer Kochaney Second: Judy Halsall Outcome: Unanimously approved.</p> |
| 06 | [x] | <p>Motion to adjourn: Jennifer Kochaney Second: John Rossi Outcome: Unanimously approved 8:45pm.</p> |

Total Encumbrance requests presented this meeting: \$2025.00 (includes mgt fee of \$900 x2mo.)

Total Encumbrance vouchers approved this meeting: \$2025.00

Submitted as an attachment to the Board Meeting Minutes.

By, Carol M. Rossi, Secretary