

Minutes-SCHOA board of trustees meeting January 9, 2002

Board members present:

Bill Ziegler-president
Judy Halsall-vice president
Dana Gang-treasurer
Carol Rossi-member at large.

Management Company:

Paul Daily

- I. Call to order: (at about 7:06) President's comments: (none at this meeting)
- II. Minutes of the December meeting were reviewed, amended for grammatical correctness and approved.

III. Financial Reports:

- a. Unit financial status. A member of the financial committee spent many hours developing a two-year update after reviewing the financial status of all units. This update was needed due to a change in the management company, different computer software and various financial documents containing such information. Many, many thanks to Bob Halsall for this effort, which is certainly above and beyond the call of duty.
- b. Action: The management company will review the information provided, draft a letter for review by the committee, and send letters to unit owners in arrears. SCHOA Quick Books software will also be updated to reflect the unit balance as of the start of November 2001.
- c. 2002 BUDGET The management company sent the draft budget to board member's in December and asked for a review and comments. At this meeting the members approved the draft budget with the following conditions:
 - (1.) The roof replacement entry will be reduced to \$5,000 and the balance of the funds needed to complete the roofs will come from the SCHOA investment account. The clubhouse roof will not be replaced this year.
 - (2.) The insurance budget will increase by \$2,000 for 2002. This amount might be reduced in the future if a higher deductible is applied.
 - (3.) A discussion centered on the need for additional income due to the arrears and increased costs. The board will review income/expenses over the next few months to capture a better financial position. The Board of Trustees may need to increase the association fees in the near future if necessary.

ACTION: The management company will prepare a monthly report of expenses vs. budget .

IV Management Report:

- a. Rental units-31

ACTION: The management company will write letters to all non-owners asking for a current copy of the rental/usage agreements.

b. Units for sale-3

c. Automatic Fee Payments. Both credit card and deductions from a person's checking or savings account were discussed. There were no solid answers. If most/all owners would sign up for this procedure then time needed to record monthly payments could be reduced. There is a cost to this and the up-front funding for this cost comes into question.

ACTION: More research by the management company in this area is needed before the board could make a decision. Specific questions are: who has access to a person credit card number, and/or bank account number? Does the association or the association financial institution enter the numbers? Are the numbers entered each month or once until changed by the unit owner.

d. Collection of unpaid fees and 2002 budget. (See above)

e. Insurance Repairs. This involves a water leak that damaged two units. The report (assessment) has been received and a copy has been provided (without cost estimate) to the unit owners. One owner has a few questions that are being examined by the insurance company. During this discussion one of the unit owners was present and discussions centered upon when the assessment was received and what's the next step. The owner wanted in writing the cause of the leak that started the problem. The unit owner wanted 'access' to both the insurance company and the repair company. The board agreed that access should be provided to the repair company so the unit owner could find out what will be done. Access to the insurance company for questions would be handled thru the association management company. Any person having a question (about the association insurance policy) should address said question to the management company for an answer.

ACTION: The management company will request something in writing from the insurance company about the original cause of the water leak.

f. Pool telephone. The management company found out that Ameritech would reduce the cost by 40% for the winter months when the pool phone is not in use.

V. Committee Reports.

Landscape-no report this month

Architectural-there has been an outstanding issues for some time concerning a change to a unit that may not have been approved by the board. The management company has been requested to obtain, from the unit owner, a copy for the records of the board approval.

ACTION: The management company letter will write/send letter concerning above.

Newsletter-no report this month

Pool committee-no report due to the winter months

Parking-three vehicles were identified for towing. The management company will call the towing company for removal.

ACTIN: The management company will call the towing company.
CPMI contract review - The board thanks the committee for their investigation into the contract with CPMI. Some of their work was used in other areas.

VI Old Business:

1. Roof replacement. Buildings (other than the clubhouse) that have not had their roofs replaced will be targeted for replacement this year. The management company will get bids from Copeland as soon as possible so we can get them finished sooner than they were last year.
2. Insurance review status-covered above
3. Foreclosure status was presented.
4. Pool telephone (see above)
5. Pet restrictions. A policy may be needed or a review of existing policies/procedures needed to address this area. The board could charter a committee. More discussion at next meeting.

- VI. Dave Martin asked about the repair to the skylight molding to the interior of a unit receiving a new roof/skylight last year. The board approved the expected cost of repair of about \$150.00.

VIII Homeowners concerns. A unit owner complained about a transmission leak, and a resident complained about driving on the grass by the owner of 1468. The board asked for the complaints to be submitted in writing.

Homeowners/residents/friends that were present:

Pete Lucak
Thong Tran
Mike Polovino
Bob Halsall
Rita Ziegler
Jeff Ziegler
Alicia Ziegler