



Autumn Ridge HOA Board of Directors Meeting Minutes 6:30 p.m., July 30, 2008

Location: Carolyn Vellar's Home, 9035 N. Hull

Present: Tiffany Allen, Nikki Swartz, Carolyn Vellar, Melissa Goslee, and Shannon McCant (Curry Association Management)

Tiffany Allen called the meeting to order at 6:45pm.

I. Communications from Residents

- Attending Monthly Board Meetings/Meet with Attorney-Carolyn
If a neighbor needs to present information to the board, they must contact a board member prior to the next meeting and they will be added to the agenda. The location of the meeting will not be listed as it varies. Tiffany Allen will be the contact person and will handle changing the location of the meeting if a larger space is needed.
- Carolyn Vellar requests that the Board invite an attorney to attend a HOA Board meeting to describe job duties of each member. Matt Chaisson, the Autumn Ridge attorney, will be contacted and asked to attend a meeting. Melissa Goslee made a motion to contact Matt Chaisson or another attorney to attend a Board meeting to describe the duties of all board members. Tiffany Allen seconded that motion. The Board unanimously approved.

II. Review and approval of Minutes of June 25, 2008 meeting

Tiffany Allen made a motion to approve the minutes from June 25 meeting. Nikki Swartz seconded that motion. The Board unanimously approved.

III. Management Report

1. Work Action List

The Board members reviewed the Work Action List.

Playground Mulch- Mulch does not look like it is 2-3 inches thick, as was the agreement with Embassy Landscape Group. In addition, the mulch was supposed to have been dark-colored. Jeff Gilson told Tiffany Allen via email that the mulch provided does not come in dark colors. This change was not approved by either Shannon McCant or Tiffany Allen. Shannon McCant is going to check to see if the bill for this service has

been made. If not, the payment will be held until a meeting takes place with Shannon and Tiffany.

The Board members discussed whether Autumn Ridge has a current contract with Embassy Landscape Group. We do not have a current contract with them. Shannon McCant is making appointments with at least 3 landscaping companies for bids for next year's maintenance. Carolyn Vellar suggested the Board come up with a list of expected maintenance for future landscape companies.

FOR PRIVACY REASONS, WE DO NOT MAKE PUBLIC THE NAMES OR ADDRESSES OF RESIDENTS WHO HAVE OUTSTANDING DUES/LATE FEES OR LIENS FILED AGAINST THEM.

2. Hot Delinquency List/Lien List

- Waiving of late fees
The Board discussed 3 homeowners who still have late fees from 2007 dues. All 3 homeowners have requested that the Board consider releasing them from their late fees. Melissa Goslee made a motion that the requested late fees NOT be waived for any homeowners. Nikki Swartz seconded that motion. The Board unanimously approved. Shannon McCant will send a letter to the three homeowners explaining the decision.
- * Hot Delinquency List
The amount of delinquent dues is \$14,885.04.
8811 N Camden Avenue and 8816 N Kirkwood Avenue are homes in foreclosure to be sold at the courthouse steps in August.
- HOA Dues Payment Process
The Board discussed changing the late fees process as well as the HOA dues payment process. No decision was made at this time. All Board members agree that this topic will be revisited at September's meeting.

3. Financial Summary

- Replenish AR Checking Account
How is the Money Market and Checking Accounts replenished? CDs that are maturing over the next few months should be able to be used to replenish this account. Nikki Swartz will contact Jessica Ballou at Curry Management Company to determine what process will work best for the Homeowner's Association.
- Maturing of CDs
CDs at Cornerstone Bank will be maturing on August 20 and October 22. The amounts of these CDs are included in the Financial Review from 6/30/2008.
- Finance Committee
Carolyn Vellar suggested the Board establish a finance committee to review the long term financial plan for the HOA. The previous

Board obtained a financial summary of Autumn Ridge, which does outline a long term financial plan. Jessica Ballou, the Curry Management Accountant for Autumn Ridge, will be contacted by Shannon McCant for a meeting to review the financials for Autumn Ridge.

4. Violation Log

Currently, the violations log is emailed to Earl Jameson and approved before violation letters are sent. The turn-around time for this process is delaying the mailing of violation letters. Melissa Goslee made a motion to change the violation log process. The process will be changed from Shannon emailing the violation log to Earl Jameson and waiting to send violation letters until he approves them, to Shannon emailing the violation log to Earl and sending the violation letters without approval. Tiffany Allen seconded the motion. The Board unanimously approved.

5. ARC Summary

The Board reviewed the ARC Summary.

The Board appointed Scott Wilkerson as the Committee chairman.

Shannon McCant will begin sending ARC requests to both Earl Jameson and Scott Wilkerson. Shannon will also forward the pending requests to Scott.

IV. Old Business

1. Mowing of Lots

Embassy Landscape Group is continuing to mow the two homes 2 times per month.

2. Pool Deck

Where the wood pieces were removed from the pool deck, there is uneven chipping on the concrete. The Board has several concerns about the workmanship of the pool deck. Shannon McCant will contact Innovative Interior Systems to request their attendance at the August HOA meeting.

Innovative Interior Systems has made repairs to the columns, ladder, and picked up loose concrete around the landscaping.

3. Playground Equipment

Moved to August meeting.

V. New Business

1. Directories

The directories were done for free. The alphabetical order portion will be redone and sent to homeowners. The Board information will be redone as well.

2. Street Repairs

Shannon McCant has contacted Public Works three times with no response.

3. Pool Grill

A homeowner complained that there were hot coals left in the grill at the pool. All homeowners must be watching their children while at the pool. It

is not the lifeguard's responsibility to supervise. We are all aware of the grill at the pool, it is our responsibility to use safety near it.

4. Newsletters-Nikki & Carolyn
Nikki Swartz discussed the timeline for the upcoming newsletters. A hard copy newsletter will be delivered in August. After that, the newsletters will be posted on the website. Melissa Goslee will look into the cost of a sign to announce when newsletters are posted to the website. Nikki will make an attempt to collect email addresses from neighbors so that an email distribution can be available.
5. Website Upgrades-Nikki
The web host needs to be paid. The amount is \$120 which was approved by the previous Board. The Social Committee has requested the website contain pictures from neighborhood events. The web host will post a few pictures to the website for free. For \$60, a separate web page that is accessible to the Social Committee can be set up for posting pictures ourselves. For \$80, an Event Calendar can be developed. Tiffany Allen made a motion to approve the expenses for both a picture weblink and the Event Calendar totaling \$140. Nikki Swartz seconded that motion. The Board unanimously approved.
6. Block Watch-Nikki
Nikki is taking over the Neighborhood Watch program.
7. HOA Board of Directors Charter-Carolyn
Carolyn requested that the Board members review the Board of Directors Charter on the website before the next meeting.
8. Next Meeting
August 20, 2008 @ 6:00 p.m.

VI. **Adjournment**