

Fawngrove HOA Management Committee Meeting  
July 7 2017  
Minutes

1. Call meeting to order
  - a. 8:38AM
2. Roll Call
  - a. Roy Cline, Jeff Batterson, Mike Kiernan, John Lindell, Ryan (ACS), Jeremy (ACS), Sheldon (ACS), Dave Bolles
  - b. Introduction of the attendees
3. Previous Minutes
  - a. Motion to approve minutes, Mike, second John, approved unanimous
4. Old Business
  - a. B2 & B3 patio surface repairs status review
    - i. Arnaldo to get an update from the contractor on the patio for number 3 as a test to make sure it solves the problem
  - b. Non-conforming exterior door review
    - i. Arnaldo has spoken to a few of the owners
      1. The maintenance company for one unit (Black Diamond) has said that they would contact Arnaldo when they have a vacancy so they can paint
  - c. Pond water for irrigation rather than culinary
    1. Dave to ask his contact to see if he knows someone that we can contact
  - d. Reserve Study Update
    - i. New reserve study being completed
    - ii. Roy met with Better Reserves on July 6<sup>th</sup> regarding the new reserve study
    - iii. Better Reserves to send a list of components to ensure that it is complete
  - e. DVR system status
    - i. Update from Dave regarding the remaining needs for installation of the DVR (camera system) along with carbon monoxide monitoring systems and fire monitoring
    - ii. Garages 1 and 5 have been updated with internet allowing us to eliminate the phone services for monitoring
    - iii. Access is allowed to view the garages for leaks
    - iv. Jeff to have a sign that things are being monitored but not constantly monitored to not set wrong expectations
    - v. Dave to add a lockbox for Comcast on the outside of the garage storage rooms
    - vi. ACS to create a notice to homeowners regarding the cameras being installed in the garages of the buildings
    - vii. John to coordinate a meeting with Chad Noble at Comcast MDU

1. The meeting will discuss the additional services in the buildings and the existing contract

5. New Business

- a. ACS Contract Status
  - i. Contract is signed and ACS has started
  - ii. Tim Rosendal with American Family is the HOA insurance agent
    1. ACS to confirm that the HOA and the management company are both listed as additional insured
  - iii. ACS to create a balance sheet, P&L and AR report on a quarterly basis
  - iv. Motion to approve ACS to have their existing site redirected to the ACS site, Mike, second, John, approved unanimous
- b. Discussion on screens allowed within the community
  - i. Roy to draft an updated policy for screen approval
  - ii. ACS to compile the policies into one rules and regulations document
    1. This is to be done for distribution at the annual meeting in October
- c. Homeowner leak (Dirk)
  - i. Leak update between the two units
  - ii. Final repairs are now being scheduled
  - iii. After meeting homeowner responded that no need to inspect area as he sees it is at his cost
- d. Transfer Fee
  - i. Looking to increase the fee from \$100.00 to \$500.00.
- e. Unit 1412 policy
  - i. Problems seem to be resolved
- f. Arnaldo Report
  - i. Update on community projects
- g. Annual Meeting
  - i. October 14<sup>th</sup> 2017 at 9:00am
  - ii. Need a nominating committee of 3 people by August 15<sup>th</sup>
    1. Jeff to organize the nominating committee
  - iii. Notice for the meeting to be sent on or before September 14<sup>th</sup> to satisfy two requirements. One is the nominating committee recommendation sent to owners at least 30 days before annual meeting and the other is that the meeting notice be sent not more than 30 days prior or less than 10 days before the scheduled meeting. That date satisfies both.
    1. Include a cover letter
      - a. Date time and location
      - b. Purpose of the meeting
      - c. Proxy
      - d. Current financial packet

- i. YTD through June financials P&L and Balance Sheet
      - e. Budget for 2018
      - f. Nominating committee's recommendation
      - g. Meeting agenda
      - h. Address update verification and request for access to their unit for emergencies
    - iv. Arnolde to get ACS the information to reserve the Deer Valley Lodge for reserving from 8am to noon with some light refreshments.
    - v. Need name tag stickers for people to write their names on them
    - vi. Jeff and Mike Hurst are up for re-election
  - 6. Review of invoice from excavation company
    - a. Motion to approve paying the reduced total based on contractors damage he caused John, second, Mike, approved unanimous
  - 7. Next meeting date
    - a. Friday the 13<sup>th</sup> of October
  - 8. Adjourn Meeting
    - a. 11:17am