

OVERLOOK HOMEOWNERS ASSOCIATION

Board Meeting | April 13, 2016 | 6:30 p.m.

Call to Order:

The meeting was call to order by Bob McVicars at 6:35 p.m.. Board members present were as follows: Bob McVicars, Jamie Eggink, John Purtell, Rick Pisani. Absent Board members were Maria Dezenberg, Jim Perez and JenEnfield.

Visitors attending the meeting were Carolyn & Darryl Neer, Celia & Micheal Bafigo, and Lisa Pisani.

Motion to name Rick Pisani as Secretary to replace Jenny Enfield was made by Jamie Eggink and seconded by John Purtell. Unanimously Approved.

Approval of March Minutes:

Approval of March Minutes, previously discussed, was motioned by Jamie Eggink and seconded by John Purtell - Unanimously Approved.

Email Response Protocol:

A discussion of how to respond in a timely manner to emails from Board members and from homeowners. It is common practice to respond ASAP with an email stating that you have received the email, and give a time frame that you will complete the response on the subject matter. Customary response time to be emails sent for information would be responded to within a day, no longer then two days. For emails that ask for specific information, feedback and opinions would be answered with in 5 business days.

Emails sent in to info@overlookatqualchan.com will be forwarded to Bob McVicars and Jamie Eggink, unless otherwise directed to a specific board member.

Open Board Meeting:

Who can attend the open board meetings was discussed. Since we publish the open meeting days on the website, anyone that feels they would like to attend is welcome. We will ask that anyone that is planning on attending will contact the Board at info@overlookatqualchan.com and let us know ahead of time that they will be attending. This will allow the Board to make sure we have enough room. Also, if someone has an item they would like to discuss, to please inform the Board ahead of time, so we can prepare for that discussion and be able to set the appropriate amount of time aside. Normal discussion time is set at 5 minutes, with exceptions, if approved by the Board.

2016 Budget:

The 2016 Budget was discussed line item by line item. The high points are as follows.

1. Effective the third quarter of this year, undeveloped lot owners will be assessed \$20.00 per month; \$60.00 per quarter. Owners of developed lots will be assessed \$40.00 per month; \$120.00 per quarter. These assessments will be billed on a quarterly basis by WEB Properties, the property management company for the Association.
2. Double lot owners are assessed for each lot. Most are already paying for both. Web Properties will check on anyone that has two lots that is not paying for both.
3. Some of the increase in the budget for 2016 was discussed. Motion was made by Rick Pisani and seconded by John Purtell that starting the third quarter, homeowner dues will increase from \$26.00 a month to \$40.00 a month to cover 2016 expenses.
4. Developers will handle their lots and work with the Board to see that they are maintained.
5. HRH Development Lots and Overlook LLC Lots on Lincoln Way - A discussion to notify them of the Board's decision not to continue to pay for the maintenance of these lots. The lots were annexed to the HOA, so they need to be assessed.
6. There was a brief discussion about other lots and the common areas.

Motion to approve the 2016 Budget was made by Jamie Eggink and seconded by John Purtell with a provision to be able to amend the budget after checking on the double lots.

Attorney Opinion Regarding CC&R and Bylaw Changes:

The Board has asked for a legal opinion for being able to amend the CC&R and who and how that would be done. We have also asked for the definition/meaning of "controlling vote". We are waiting for a response.

Owners Handbook:

There was a discussion about the handbook and cars on the street. This will be looked into. A motion to accept the Overlook HOA Handbook was made by Rick Pisani and seconded by John Purtell. Unanimously Approved.

Landscaping:

Landscaping and Common Area maintenance has been put in place with ArborPro. Jamie Eggink is still getting other proposals for comparison and in case we are unhappy with the service. Bob McVicars, Rick Pisani, and Jim Perez will match the common area maps to the ArborPro contract.

The two homeowners that supply water to the common areas was discussed. There will be further discussion about improvements for common areas throughout the HOA.

Street Sweeping:

There was a discussion about private roads vs public roads. The Board is checking with the city to see when the public streets will be swept. The private roads will need to be approved by the homeowners on the private road as they get assessed for these services.

The issue about the road maintenance for the private road Bolan was discussed. The Board will check to see if the road work done previously is under any warrantee.

It was mentioned that the City is planning to do road work in our area. Scheduling will be available at a later date.

Web Properties:

Bob talked to Eric about delinquencies. There are some agreement that are in place that the Board was not aware of. There will be further discussion about these agreements with Eric and collection for delinquent dues.

The Web Properties website is up and has posted the documents we have asked them to post. The website links to www.overlookatqualchan.com where the community website is located. Updating some of the features that will be posted on the website were discussed including posting the Cash Flow Comparison and Operating Statement received from Web Properties.

Architectural Control Committee :

There was a brief discussion about committee and its structure. The Board agreed to table this discussion for a later date to discuss because of time restraints. There will be a more complete discussion at the next Board meeting.

Record Storage:

The Board has received records back to 2009. There was a discussion about the storage of these records moving forward. It was suggested that we ask Web Propertied for a quote to move all these paper records to digital files for ease of storage. All new reports from Web Propertied are in a PDF format. This will be looked into and discussed at the next meeting.

Scheduling of a Home Owner Meeting:

The date May 25, 2016 at 6:30 p.m. at the Trading Company was set.

With no future business, the meeting was adjourned at 9:05 PM..