

Summer Pines – Board of Directors Meeting – August 9, 2017

Roll Call

Attendees: Adam Cybulski; Gary Ujifasa; Kyle Jentzsch; Chad Neiland; Tina Bohl; Carleen Walsh (Kingwood Management); Jeff Skogen (Kingwood Management); Sandra Stenger (Homeowner); Greg Stenger (homeowner); Mike Ganz (Settlement Hill); John Ulman (homeowner)

Proof of Notice of Meeting

- E-mail notice (August 7, 2017), Facebook Group notice (August 7, 2017)

Reading of Minutes of Preceding Meeting

- The Summer Pines Board of Directors (BOD) reviewed minutes from May 9, 2017 prior to meeting. Waive reading of the minutes during the meeting. Motion by Adam Cybulski, second by Gary Ujifasa.

Homeowner Participation

- John Ulman asked if it were possible to add a drip cap or overhang/diverter arway from his side steps. Dripping water causes a hazzard with wet steps in the summer, frozen ice in the winter. Jeff Skogen responded that this was never budgeted when roofs were replaced and will get suggestions and an estimate from BuildTech.
- Greg Stenger expressed concern regarding the landscaping mowers' ability to operate properly on the hill behind his unit. The machine slides down the hill, leaving large ruts. Mike Ganz responded that the crews were trying to mow the hilled area on dry days and assured a plan was in place for adding new soil and seeing the area. He suggested a retaining wall or terrace in the area.
- Greg Stenger requested more communication to the homeowners, and suggested a quarterly report being added to the website quarterly. The BOD noted the minutes are currently posted quarterly. Gary Ujifasa offered to create a quarterly newsletter.

Property Management Report

- Financials
 - Balance Sheet Review
 - Profit/Loss Statement Review
 - Budget Review
 - Reserve Study – Currently on Target
 - Budget Comparison Review
- Gary Ujifasa suggested an easier way to review full budget. Although the Association still requires the full report package, Gary suggested a “summary at a glance” cover sheet. Carleen Walsh agreed to create the summary.
- The Reserve Study budgeting will be included in the reports beginning in 2018.
- A budget planning meeting has been scheduled at the Kingwood Management office on Wednesday, October 4 at 3:00 p.m.
- Future exterior repairs and financial responsibility was discussed. A siding damage issue has presented itself with one unit. Chad Neiland stated the cost siding repair should not be the Association's responsibility, as this financial option is included in the governing documents. Tina Bohl stated the exterior of buildings were covered by the Association from Summer Pines

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beginning and argued for an alternative to transferring all costs to the homeowner. Because the Association can no longer absorb these types of costs, the BOD discussed alternate approaches, such as establishing an annual budget and pro-rating any balance over (Kingwood Management discouraged), or making all exterior repairs the responsibility of the homeowner. This issue will be revisited. Kyle Jentsch suggested a strong communication plan once a decision has been made.

- Carleen Walsh read a statement from the siding homeowner. The Association will pay for caulking in the siding.
- Adam Cybulski discussed 3rd party property management/association tools, and their possible benefit to the Summer Pines community. Kingwood Management reminded the group that an online payment option does exist on their website and will share the written instructions with Tina Bohl so she may link to the Summer Pines website, and share periodically.
- Kingwood offered options for reporting homeowner calls/issues, resolution, etc. Kingwood Management will present a report to Adam Cybulski.
- Carleen Walsh distributed the most recent draft of the Rules & Regulations document. Revisions should be sent to her no later than Friday, August 18.

Landscaping

- Gary Ujifasa requested the status of shrub replacement and mulch, as progress is slow. Mike Ganz stated mulch and garden rock should be complete around Labor Day. Mike stated that confusing communication, loss of employees and medical issues have slowed work.
- Gary Ujifasa requested a landscaping plan that allows the Association to plan over years.
- Kyle Jentsch recommended that Mike Ganz' crew give suggestions based on their daily experience, as 2018 budget planning is near.
- Adam Cybulski asked for all proposals/quotes/bids from Mike Ganz (and any other suppliers) come in the form of an invoice/statement.
- To avoid over-communicating the BOD and Kingwood Management decided one BOD representative will communicate to Kingwood directly for issues, decisions, etc.
 - Adam Cybulski – Violations
 - Chad Neiland – Collections
 - Gary Ujifasa – Day to Day Financials
 - Adam Cybulski – Maintenance/Approval
- Tina Bohl and Adam Cybulski raised a question regarding the large tree behind the units on Vine Street. The tree is touching the units, and protruding roots may be a future issue. Mike Ganz confirmed the tree would need to be looked at by a tree-specialist, such as "Save-A-Tree. Kingwood Management is looking into.
- The maintenance/upkeep of the Vine Street entrance was discussed. The association sharing Summer Pines should also feel responsible for a portion of the upkeep. Kingwood Management will approach neighboring association.
- The BOD agreed Settelment Hill should be approved to authorize expenses within the budget, up to \$500 each.

Legal

- Chad Neiland is making progress with legal action against extreme delinquent association fees. He reminded the group that all legal fees are passed on to the delinquent parties.

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Committees

- The BOD recognizes the need for homeowner committees (e.g. Architectural, Landscaping, Finance) and appreciates those who currently serve. More volunteers will be needed in 2018 to help strengthen these teams.

Adjourn

- Motion to adjourn by Chad Neiland, second by Gary Ujifasa.