

Cezanne Condominium Homeowners Association, Inc

Annual Meeting Minutes

November 14, 2019

Meeting began at 3:35 pm.

Meeting minutes were approved at the February 16, 2021 Annual Meeting.

Introduction of the Board of Directors:

President: Brian Sledge [3 units]
Treasurer: Barb TerLouw
Secretary: Gail Gnirk
Member at large: Kelly Berg [absent/3 units]
Member at large: Michelle Will

Members present: Randi Levine, Barb TerLouw, Gail Gnirk, Brian Sledge, Rachel Baxter and Michelle Will; 1 proxy was received [8 properties represented]

2018 Minutes were approved with 1 correction. M/S/C [HPM will post the approved minutes on the website.]

Old Business:

- Reserve Study
 - The HOA has an internally conducted Reserve Study that needs to be updated.
 - The roof and boilers need to be evaluated and this information updated on the reserve study. These are likely the most important issues right now.
- Robert's Plumbing took care of the coolers early this year to avoid any issue of freezing.
- Question on who is responsible if the heat will not come on. If the problem is located inside the unit the individual owner is responsible. If the problem is with the boilers the HOA is responsible.
- Parking Lot
 - Brian and HPM are working on getting bids to repair/resurface the parking lot. These will be presented to the Board for review.
 - Comment that the HOA should be doing preventative maintenance.
- CC&R's - update to more clearly reflect HOA vs homeowner responsibility
 - The HOA will need to consult with an attorney to make any significant changes to the governing documents.
 - The HOA also has Rules & Regulations as well as Policies & Procedures. The Board has the authority to make and amend these.
- Stucco Damage
 - Brian has researched repairs and will be gathering bids to repair the corner/wall.
 - The stucco that is low to the ground is difficult to maintain, however it is expensive to replace.
 - The issues with the stucco will be a constant problem due to weather changes.
 - Brian will also talk to vendors to see if there are alternatives that would be easier and less expensive to maintain.
- Porches
 - Most are made with pavers, however the safety issues of the past have been addressed.

New Business:

- Late Fees
 - Add \$25 per month if account is past due, in addition to the 18% per annum interest.
 - Motion that the Collection Policy be updated to reflect a \$25/month late fee plus interest/Second/Carried. None opposed.
 - HPM will update the Collection Policy and send to the Board for approval.
 - Comment that most owners are current on their HOA dues.

- Discussion on the HOA's recourse for delinquent owners. The HOA has the authority to charge late fees, pursue collections actions, place liens and ultimately foreclose on delinquent units.
- Items on porches
 - Some owners/tenants are storing too many items on the porch.
 - Porches are for patio furniture, gas grills and a reasonable amount of plants. No bikes, trash, indoor furniture or charcoal grills. HPM will draft a policy to address this issue.
- Pets
 - Suggestion that the HOA require tenant/pet/vehicle registration for each unit.
 - Several units do not allow pets or require a pet deposit.
 - The HOA has issues with dog waste.
 - Suggestion that the HOA limit pets to only owner occupied unit.
 - The HOA may not be able to deny documented service animals.
 - HPM will draft an updated pet policy to be reviewed by the Board.
 - Comment that some HOA's require copies of the leases, seems to be a consensus that the information on the registration form should be adequate.
- The gutters need to be cleaned - this will be done when all of the leaves have fallen.
- Sewer issues continue. May need to send a reminder about not flushing items or pouring kitchen grease down the sink. The lines may also need to be snaked twice a year as a preventative measure.
- HOA needs to implement and enforce a policy on cable installation. Several owners/tenants have installed cable and dish inappropriately. When these changes/replacements are necessary the wires must be concealed.

Presentation of 2020 proposed budget:

- Motion to approve the 2020 Budget as presented. M/S/C [HPM will post the approved budget on the website.]
- Question if any of the items on the reserve study should be addressed as routine maintenance in the budget.
- Comment that a special assessment may be needed to address these issues at some point.
- Discussion on increasing the HOA dues \$25/month to increase reserves or a special assessment to address specific items.
- \$500/ unit special assessment proposed to be due January 1st and late if not paid by March 31st. This assessment will cover the expenses of the following items: replacement of cooler lines, parking lot repairs, stucco repair, and tree removal.
- Motion for a special assessment of \$500 per unit to be paid by March 31st/Second/Carried - none opposed.
- Owners will be notified of this special assessment by letter with details of the items above.

Nomination of Board Members:

- All current Board Members in attendance agreed to remain on the Board for 2020
- The floor was open for nominations.
- Randi Levine was nominated
- Motion to accept the slate of directors: Brian Sledge, Barb TerLouw, Gail Gnirk, Michelle Will and Randi Levine, as presented. M/S/C

The meeting adjourned at 6:06 pm

Minutes taken by
Elizabeth Marvin
Heritage Property Management