

Meeting minutes were approved at the February 23, 2019 Annual Meeting.

**Hamlet at Fountain Greens Association, Inc**  
**Annual Meeting – Homeowners – February 21, 2018**  
**Goodwill Community Meeting Room**

**Location – 630 24 ½ Road**

-First Draft-

President Tom Haas brought the meeting to order at 6:00 pm. He introduced himself as President, Hermie Fox as Vice President and chair of the landscape committee, and Judy Brock as Secretary and chair of the Architectural Control Committee. Tom continued by introducing Linda and Loran Dake as the office managers/bookkeepers for the HOA.

Tom asked Linda if we had a final count on members and proxy's present. She stated that we have nineteen (19) units represented in attendance, and twenty (20) proxies in hand, the total number of units represented is thirty nine (39). Tom mentioned our new quorum is twenty percent of the owners (14), therefore we have a quorum.

**2017 Annual Meeting Minutes:**

Tom asked the members if they had a chance to read the minutes from last year's annual meeting and if anyone had any questions, comments or corrections. Being none, Hermie made a motion to accept the minutes as written. Judy seconded the motion and the motion passed unanimously.

Tom introduced the agenda items with an overview of each item – all to be discussed in detail later in the meeting.

**Summarize new Policy Documents**

Tom began the discussion by reminding the members that all the following information can be found on the Hamlet Website [www.hamletatfountaingreens.com](http://www.hamletatfountaingreens.com)

He went on to list the policies that the Board of Directors has adopted in 2016 and 2017.

- Adoption and Amendment of Policies (a Policy for Policies)
- Collection of Unpaid Assessments Policy
- Enforcement Policy
- Conduct of Meeting Policy
- Dispute Resolution Policy
- Reserve Funds Investment Policy
- Reserves Study Policy
- Conflict of Interest Policy

## **Committee Reports:**

### **How Can I Help The Neighborhood?**

#### **Join the Board:**

Tom began by urging members to volunteer to join the Board of Directors. He mentioned our Bylaws allow three to five members. Currently we have three people on the board. If anyone is interested, we will be asking for volunteers later in the meeting.

Read the controlling documents – CCR's, Bylaws and Policies. Tom suggested, by example – Article 9.1, insurance: Homeowners are responsible for providing complete fire and casualty insurance on their dwelling (not condo insurance). The Association does not carry any insurance on the residential units.

#### **Join a Committee:**

Tom opened the discussion by suggesting joining one of four committees.

#### **Architectural Control Committee (ACC):**

**Landscape Committee** - chaired by Hermie Fox. The goal is to maintain the landscape, in your neighborhood, manage the contractors, and review any landscape change request. He mentioned the committee would like to have a representative from each cul-de-sac. He reminded the members that the landscaping is over ten years old.

**Architectural Change Review Committee** - chaired by Judy Brock. The main function of the group is to review any request for changes, required in writing on the prepared form, to the exterior of the structures and concrete issues. Any modification to the exterior of the home/structure requires an approval by the committee. She mentioned if you have any concrete issues, please contact the committee to have the item reviewed and if the issue meets with the guidelines, placed on the "to do list". She reminded the members, the forms for this action are on the website.

**Maintenance Committee** - chaired by Tom Haas. The ongoing task of providing maintenance to the structures and selecting contractors to provide services such as, snow removal, concrete repairs, gutter cleaning, roof repairs, roof replacement, painting and private road repair. He stated the next major maintenance is exterior painting, input and support from the community is appreciated.

**Communications Committee** – co-chaired by Judy Brock and Cathy Pabst. They publish a newsletter when needed – "Hamlet Happenings" and assist with the management of the HOA website content: [www.hamletatfountaingreens.com](http://www.hamletatfountaingreens.com)

### **Landscape Committee Update:**

Tom stated the largest budgeted expense is landscaping. He gave the members a one page breakdown of the 2017 line items:

Contract Service, mowing, edging, pruning, maintain and adjust irrigation	\$25,768
Landscape Repair	8,460
Replace 68 Plants	
Spread 12 yards ¾" granite	
Performed deep root feed 12 trees	
Irrigation System Repair	2,982

Hermie reported that we have renewed the contract with WD Yards and as mentioned, replaced plants and trees. She mentioned that every spring, we do a walk through to determine any plant loss, or issues from the previous winter. She mentioned that if we have a new planting, to please keep an eye on it in an effort to keep the plant wet/damp for a two week period. She reminded the members how nice it would be to have a person on each cul de sac to keep an eye on the landscape and sprinklers so that if an issue occurs, we are on top of it.

### **Architectural & Landscape Control Committee Guideline & Rules Document:**

Judy presented a slide that outlined the document. Any modifications to the exterior of the buildings or grounds, including structural or landscape, requires submittal of a written change request. He stated a typical request is to install a satellite dish. Federal law does not allow us to prevent or delay such installation. However, our desire is to place it in the most inconspicuous place possible and attach to the roof over the eave. Remember, owner caused damage to the exterior will be billed to the owners. Judy also mentioned storm door replacement is a common request, that we want to make sure it matches/goes with the trim.

Judy mentioned the typical change requests and guidelines are included in the ACC guideline document. A change request form is also included. For a copy of the document, please contact the board secretary or view and print it from our website.

### **Maintenance Work 2017**

Tom presented a slide outlining the major maintenance categories:

• Three concrete driveways repaired or replaced and four sidewalks repaired (\$10.50/sq ft)		\$10,220
• Snow Removal		975
• Total Building Repairs & Maintenance		8,093
Gutter cleaning and repair	\$ 1,788	
Siding Repair & Paint	2,546	
Five Roof Leaks Repaired	2,011	
Install 42 Splash Blocks	1,748	

### **Maintenance Planning for 2018**

Tom presented a slide outlining the maintenance topics for 2018. He explained the components of the plan – Settle on paint colors, plan the timing on the work schedule (one or multiple years), plan the painting sequence, contact and interview paint contractors. He also stressed the importance of proactive roof maintenance. We have found many roof jacks where the rubber gasket has failed. The HOA is considering replacing any damaged roof jacks, before they leak and glue down the surrounding shingles.

### **Maintenance Man – David Plank Maintenance Management and Repair**

Tom let the members know the Hamlet is beginning to age. Since the buildings are more than fifteen years old, exterior maintenance is becoming a major task on the Boards work load. The Board has decided to hire help to accomplish maintenance tasks and management. One option considered was to hire a full property service manager that also takes care of exterior maintenance.

The Board’s preferred choice was to hire a maintenance man managed by the Board to handle select maintenance tasks and management. He stated the HOA has hired David Plank. He has worked in the neighborhood already and will be taking a greater share of the maintenance and management of this work.

### **Community Communications**

Tom presented a slide addressing the need for communications. He thanked Judy Brock and Cathey Pabst for their efforts putting together the quarterly newsletter “Hamlet Happenings”. If you have any ideas or want to contribute, please contact Judy, Cathey or your board members. He stated we would like more of the members to use the website as it is a very efficient way to get the word out. He reminded the members to sign up - subscribe for Updates and Alerts on the website. Simply go to the bottom of the opening page and enter your name and email address, hit subscribe now and you are signed up for automatic emails. When the board posts an event or notice, you will get an email automatically. We currently have about twenty subscribers. Visit your website for lots of information including:

- Current events and projects like when maintenance will occur.
- Association documents
- Financial records
- Contact phone numbers and email addresses
- FAQ’s

Visit Our Website At: <http://www.hamletatfountaingreens.com>

**2018 Budget Goals:**

Tom opened the discussion by explaining the budget has two parts, the annual operating expenses and the long term reserves (from the Reserve Study). The budget goal – to spend wisely and save more. The goal is accomplished by reducing operating expenses where possible while maintaining the quality of the neighborhood. With a focus on ground maintenance which is 53% of the 2018 spend and focus on the building maintenance which is a growing expense. Tom concluded by stating our task is to save sufficient funds to pay for future major expenses such as roof/gutter replacement, exterior painting and private road maintenance being the major future expenses, but not all.

**2017 Annual Budget Comparison:**

Tom presented a slide illustrating the 2016 – 2017 budget comparison. He focused on the Capital Reserves line and showed the members how the reserve section of the budget is both budgeted for and supplemented with the money not spent in the operating budget. A copy of this spread sheet is available for review on the website.

**2018 Annual Budget Comparison:**

Tom presented the 2018 Operating Budget Worksheet. He pointed out the increase in monthly assessment to \$175. The increase is a result of continued calculations and estimates on the HOA future responsibilities/obligations such as maintaining the exteriors of the buildings and roof replacement. The increase in monthly assessments will generate additional reserve funds to be allocated to the Reserve Study items. A complete copy of the budget is available on the website.

Summarizing the 2018 budget:

Annual Operating Expense Budget:	\$97,850
Reserves Funding Budget:	\$41,190
Total Budget:	\$139,040
Monthly Assessment:	\$ 175

**2017 Capital Reserves Analysis:**

Tom presented a slide illustrating the HOA obligations (components), the quantity/description, the cost per unit, the age of the components and expected remaining life. All this is calculated to determine an estimate of when the obligation is due to be replaced, how much money it might cost and then, most importantly, will there be sufficient funds available to pay for the replacement. A copy of this spread sheet is available for review on the website.

**Elect 2018 Directors:**

Tom opened the discussion by volunteering to serve another year. He mentioned Judy Brock has another year on her term. Hermie Fox, who has served many years, is stepping away from the board to volunteer for the Masters Board as the representative from the Hamlet. He was glad to announce we had two new volunteers, Cathey Pabst and Joyce Williams. Following a short discussion, Tom asked for a motion to accept the slate of volunteers for the 2018. Gerry Coffee made the motion to accept the slate of volunteers as the Board of Directors for 2018. Jim Brock seconded the motion, and it passed unanimously.

**Other Business:**

Tom asked the members if there were any new business, questions or comments. A member stated she had attended a domestic water seminar at CMU. She mentioned her concern for living in drought conditions. Judy Brock stated she too had attended the meeting. A short discussion followed about how the water districts in the valley were going to encourage volunteer water restrictions and set up fee schedules to encourage conservation. Tom pointed out that the majority of the water usage in the Fountain Greens development is irrigation water from the river/canal system, not domestic water for human consumption.

Being no further business, the meeting was adjourned at 7:30 pm.