

Cezanne Condominium Homeowners Association, Inc

Annual Meeting Minutes

November 15, 2016

Meeting began at 3:00 pm.

Introduction of the Board of Directors:

President: Brian Sledge [3 units]
Treasurer: Barb TerLouw
Member at large: Kelly Berg [3 units]
Member at large: Gail Gnirk

Members present: Sylvia Morrison, Abigail Nichols, Michelle Will; 1 proxy was received [12 properties represented]

2015 Minutes were approved as written. M/S/C

- Question asked regarding HPM research on whether a no-dog rule for renters can be put into place.
NOTE: Hindman Sanchez law firm [the primary resource for CCIOA questions & answers] holds that unless the CC&Rs completely prohibit pets in the community, you cannot make a rule that prohibits pets. Article XII, Section 11.3 of Cezanne Court Condo CC&Rs state that no more than 2 household pets shall be allowed per Unit. Therefore, a rule limiting pets only to owner-occupied units would be unenforceable as it goes contrary to the CC&Rs.

Old Business:

- Special Assessment line item on the 2016 Budget and financials was discussed.
 - According to financials, 9 units have not paid this assessment.
 - What are Cezanne options to address this? Board members prefer to send letter and begin lien process against these units. HPM to investigate and report to Board.

New Business:

- Discussion regarding dog waste issue.
 - Owner of #24 questioned fine and associated late fees and objects to paying these.
 - Brian explained that the tenant had been asked several times to pick up after her dog & she promised to do so.
 - Several other complaints about this specific pet were received after that.
 - HPM was contacted and asked to assess fine and send letter to owner.
 - Due to a lapse in communication, the Board members present agreed to remove the fine and associated late fees from Unit 24's ledger. HPM will comply.

- All owners are encouraged to first speak with the violator [whether a tenant or another owner] to try and resolve problems without the need for letters and/or fines. HPM will continue send letters as instructed by Board members to owners--not to tenants-- if violations continue. This approach is encouraged with any violation of CC&Rs or Rules & Regulations--not just dog waste.
- Questions about enforcement of CC&Rs and policies were asked.
 - Cezanne enforcement policy spells out procedure. [1. report received 2. Typically a courtesy letter is sent asking for correction--this step may be skipped if the Board desires . 3. If not corrected, fines can be imposed and may differ based on specific policy that is being violated.]
 - Dog waste--\$50 fine for 1st offense; \$100 fine for subsequent offenses.
 - Other violations [smoking, trash on patio, etc]--\$25 fine for 1st offense; \$50 for second offense; \$75 for 3rd and subsequent offenses.
- The issue of poor customer service by HPM was raised.
 - Numerous e-mails and calls regarding heating issues in #15 went unanswered.
 - HPM policy is to submit work order to a vendor; who would investigate and contact the owner to resolve the issue. If the problem is inside the unit [the zone valve or the thermostat], the owner is responsible for repair. If the problem is the boiler, the HOA is responsible.
 - David will address this with HPM staff.
- Discussion about items that are acceptable to be left on patios.
 - Patio furniture and BBQ grills are acceptable.
 - Storage of any sort that is visible above the level of the wall is not allowed.
- Discussion about smoking policy. A copy of Cezanne current policy is attached to these minutes.
 - Current Cezanne policy states that "smoking is not allowed within any dwelling unit, storage or mechanical space or General Common Area within the development boundary including parking lots, landscaping or courtyard areas, trash storage areas, or the mailbox area" and that "Smoking within the boundary of the development is only allowed on exterior patios directly adjacent to each unit..."
 - HPM will revise the policy to state that 'smoking' is defined as being of any type of smoking and includes cigarettes, marijuana, and/or pipes.
- Gail will put together a newsletter that will address hot topics. This will be disseminated to owners AND tenants.

Presentation of 2017 proposed budget.

- Discussion ensued as to how much should be in reserves. The Board was unable to complete a reserve study in 2016 as planned.
 - Gail and Barb will work on completing a reserve study to determine expected future outlays and timeframe for those.

- It was determined that this study will be completed by the end of April 2017. Results will be shared with the Board when complete.
- Based on reserve study results, the Board will make recommendations regarding future assessments [dues and/or special assessments].
- Discussion regarding timing of dues increase or putting special assessment in place.
 - Dues are based on the annual budget that has been proposed by the Board and adopted by members. So a dues increase would need to be reflected in the budget that is sent to members and considered at each annual meeting.
 - Cezanne CC&Rs Article X, section 10.5 addresses Special Assessments.
 - Special assessments can be put in place by the Board at any time provided written notice is given to all owners of the amount and timeframe for payment of that assessment.
 - These assessments can be due no sooner than 30 days after notice is given.
 - These assessments can bear interest from the date it becomes due if not paid within 30 days.
- Increasing insurance premiums are a concern.
 - HPM to get quotes from several carriers to compare costs for both HOA Liability and D&O insurance. HPM will report to the Board with results.
- Motion to approve the 2017 Budget as presented. M/S/C HPM will post the approved budget on the website.

Nomination of Board Members:

- 1 position is open on the Board.
 - NOTE: Bylaws state that the Board will be a minimum of three members; a maximum number is not prescribed.
- All current Board Members agree to remain on the Board for 2017
- Michelle Will volunteered to serve on the Board.
- Motion to accept the slate of directors as presented. M/S/C
 - NOTE: Following the meeting the Board voted Gail in as secretary; Brian & Barb retain their positions; Michelle will join Kelly as member-at-large.

The meeting adjourned at 5:05pm

Minutes taken by
 Becky Jett
 Heritage Property Management