

Board members/others present: Marianne Tufts, President & Rod Johnson, Secretary/Treasurer

Meeting called to order by Marianne at 5:00pm, April 13, 2017 at EC Electric, 2535 W Pinyon Ave.

Old Business:

Prior meeting minutes dated January 10, 2017 approved as submitted by Rod Johnson, Secr/Treas.

Staining of the replacement posts, rails and pickets from wind damaged fence along east boundary of Belhaven subdivision has been completed.

Ash Tree Borer spraying has been completed.

The unfinished garage door repairs at 583.5 Belhaven Way and removal of the unapproved doggie door installation in the garage door has been completed.

No parking sign(s) and/or stripes on asphalt defining a "no parking" center lane at east end of Cascade Ave. The BHOA BOD has decided not to pursue this single owner request. Since it is a GJ City street, owner(s) can pursue directly with the City.

Arrangement for contractor crack filling and sealing of the Tract B asphalt driveway access road and parking lot, and parking space striping, is in process. Contract for the work is expected to be finalized soon and work to commence this Spring.

New landscaping contract for 2018. Marianne will work with Becky, HPM, to issue an RFP by no later than June 1, 2017 to several qualified landscaping companies, including Thompson's, our present contractor, to submit their proposals by no later than July 1, 2017.

New Business:

Review of new BHOA issues, concerns and duties; and BOD actions to be taken by BOD/ACCO members:

An owner voiced a concern to HPM about irrigation on his front lawn and its potential affect on his driveway. Marianne will address with Becky, HPM, to advise that the irrigation system located on each property is owned by and the responsibility of the property owner. The landscape contractor hired by the BHOA BOD only turns the private systems on in the Spring and off in the Fall; and notifies HPM of any malfunctions or repairs needed. HPM then notifies the property owner to address the issue(s).

To prevent damage to fence posts and trees from weed wacking, Thompsons landscaping has agreed to spray grass killer around posts and trees at no additional cost.

The stucco wall bordering Patterson Avenue is in need of repairs and painting either later this year or next year. The new BOD can make the decision at the Annual Meeting in August.

BHOA BOD members did a Subdivision "walkaround" to review property conditions in preparation for today's BOD meeting.

Treasurer's report for First Quarter 2017 is attached.

The next planned meeting will be our Annual Meeting to be scheduled by HPM in August, 2017.

Meeting adjourned by Marianne at 7:30pm.

Respectfully submitted,

Rod Johnson, Secretary

BHOA's financial and accounting status appear to be accurate and in good standing as of our fiscal quarter ending March 31, 2107.

Balance Sheet

Total assets are \$52,576; consisting of \$22,445 in cash and \$30,131 in three CDs held by Coloramo Credit Union. Total asset value has increased \$11,145 from December 31, 2016.

Total liabilities are \$1,485; all from prepaid dues. Total liabilities have increased \$1,112 from December 31, 2016.

Total Owners Contribution and Retained Earnings are \$51,092; an increase of \$9,289 from December 31, 2016.

Cash Flows/Profit&Loss Statement

YTD March dues income is \$9591; \$186 over budget. Total income is \$10,453; \$1,041 over budget.

Material variances to income budget:

Assessed and paid fines by owners for HOA CCR violations - \$775 over budget.

YTD March expenses are \$1,165; \$1,440 under budget.

Material variances to expense budget:

No snow removal expense - \$750 under budget.

HOA insurance not paid in first quarter as budgeted - \$625 under budget.

YTD March net income is \$9,289; \$2,481 over budget.

Owner Dues/Special Assessments Aging

As of March 31, one owner is in arrears \$1187 with their dues payments and is under a payment plan directly with Heritage Property Management, BHOA's property management company. This owner is keeping current with a monthly payment plan which is paying the current quarterly dues and gradually reducing the overdue balance.

Respectfully submitted,

Rod Johnson, Treasurer, BHOA

Board members/others present: Marianne Tufts, President & Rod Johnson, Secretary/Treasurer

Meeting called to order by Marianne at 5:00pm, January 10, 2017.

Old Business:

Prior meeting (9/21/16) minutes approved as submitted by Rod Johnson, Sec/Treas.

Roy Perham, Vice-president & Donna Perham, ACCO Chair resigned from the BHOA BOD shortly after the last BOD meeting. Marianne will assume ACCO Chair responsibilities.

Repair of wind damaged and tree infringement damaged wood fence along east property line has been completed; along with the removal of the encroaching tree on the neighboring church property. The Church paid half of the cost to repair the fence damaged by the tree. Staining of the replacement posts, rails and pickets will be contracted this Spring.

Unresolved to date: No parking sign(s) and/or stripes on asphalt defining a "no parking" center lane at east end of Cascade Ave. A parking free lane is needed to allow adjacent residents to back out of their driveways safely as to face west toward the street exit on to Belhaven Way. Marianne will work with Becky, HPM, to contact the City for appropriate resolution.

Unresolved to date: Unfinished garage door repairs at 583.5 Belhaven Way and unapproved doggie door installation in the garage door. Rod will contact Becky, HPM, to seek a final resolution on this year-old issue.

Tract B asphalt driveway access road and parking lot. The road and parking lot property is owned by the BHOA, but maintenance of same is the responsibility of the owners of the properties along the access road as defined in the BHOA CCRs. Crack filling/sealing maintenance is needed by this late Spring to prevent progressive asphalt deterioration. Seal coating the entire roadway and parking lot will need to be done either along with the crack filling/sealing or within the next one-two years for the same reason. Parking lot stripes will be an optional choice by owners. Marianne will submit a letter to HPM for delivery in January 2017 to the owners of four properties responsible stating the BHOA BOD determination of need to repair and preserve the Tract B asphalt; along with an invite for their involvement/resolution. The BHOA BOD will contract the repairs/sealing work for Tract B and invoice the four owner's HOA accounts, if the owners choose not submit a plan for ACCO approval and directly contract the work needed/approved.

New Business:

Review of new BHOA issues, concerns and duties; and BOD actions to be taken by BOD/ACCO members:

New landscaping contract for 2018. Marianne will work with Becky, HPM, to solicit several landscaping proposals for 2018; including one from Thompson's, our present contractor.

Ash Tree Borer Spraying. BOD approved proposal from 4 Tree Service to spray two applications for borers on 7 ash trees on HOA property this early spring.

Treasurer's report for calendar year 2016 is attached.

The next meeting, including a property walk round, will be scheduled by Marianne for sometime in April 2018, unless an interim special meeting is deemed to be needed.

Meeting adjourned by Marianne at 7:30pm.

Respectfully submitted,

Rod Johnson, Secretary

BHOA's financial and accounting status appear to be accurate and in good standing as of our fiscal year ending December 31, 2016.

Balance Sheet

Total assets are \$41,431; consisting of \$11,338 in cash and \$30,093 in three CDs held by Coloramo Credit Union. Total asset value has decreased \$4,153 from December 31, 2015.

Total liabilities are \$373; all from prepaid dues; an increase of \$336 from December 31, 2015.

Total Owners Contribution and Retained Earnings are \$41,803; a decrease of \$3,744 from December 31, 2015.

Cash Flows/Profit&Loss Statement

YTD December dues income is \$37,708; \$1528 over budget. Total income is \$37,998; \$1803 over budget.

YTD December expenses are \$41,741; \$2906 over budget. Material variances to budget:

Over Budget:

A 2015 landscape contract invoice of \$3308 was not paid until January 2016; not budgeted

East fence repair from wind damage - \$1722; not budgeted

Special projects (fence staining) - \$526 over budget

Under Budget:

Bad debts - \$1236 under budget

Non-contract ground maintenance - \$1000 under budget

Non-contract irrigation system maintenance - \$390 under budget

Electricity - \$378 under budget (savings for new irrigation pump & VFD)

YTD December net income is - \$3,743; \$1,103 under budget.

Owner Dues/Special Assessments Aging

As of December 31, four owners are in arrears with their dues payments, BOD fine payments and/or reimbursement payments for BOD authorized services related to the owner's property. One owner is under a monthly payment plan with our collections agency; one is under a payment plan directly with Heritage Property Management, BHOA's property management company; and two involving CCR violations with BOD assessed fines and/or BOD authorized services related to the owner's property are unresolved, but continue to be addressed by HPM and the BOD.

The owner under the collections agency payment plan is expected to be fully paid up in January 2017 and the account closed.

The owner under the HPM payment plan owes \$1291 in back dues and is keeping current with a monthly payment plan which is paying the current quarterly dues and gradually reducing the overdue balance.

Respectfully submitted,

Rod Johnson, Treasurer, BHOA

BHOA's financial and accounting status appear to be accurate and in good standing as of our fiscal year ending September 30, 2016.

Balance Sheet

Total assets are \$45,342; consisting of \$15,263 in cash and \$30,054 in three CDs held by Coloramo Credit Union. Total asset value has decreased \$242 from December 31, 2015.

Total liabilities are \$402; all from prepaid dues; an increase of \$365 from December 31, 2015.

Total Owners Contribution and Retained Earnings are \$44,940; a decrease of \$607 from December 31, 2015.

Cash Flows/Profit&Loss Statement

YTD September dues income is \$27,361; \$226 over budget. Total income is \$27,515; \$368 over budget.

YTD September expenses are \$28,121; \$2029 under budget. Material variances to budget:

Over Budget:

A 2015 landscape contract invoice of \$3308 was not paid until January 2016; not budgeted.

Snow removal - \$325 over budget.

Special projects (fence staining) - \$526 over budget.

Bad debt expense - \$679 over budget (collection agency fees for owner's delinquent dues)

Under Budget:

Non-contract ground maintenance - \$750 under budget.

Non-contract irrigation system maintenance - \$871 under budget.

Electricity - \$360 under budget (savings for new irrigation pump & VFD).

YTD September net income is \$-607; \$2396 over budget.

Owner Dues Aging

As of September 30, three owners are in arrears with their dues payments; two have been sent to our collections agency and the third is under a payment plan with Heritage Property Management; BHOA property management company.

Of the two owners sent to collections, one account will be fully paid up in October 2016 and the other is expected to be fully paid up by the end of 2016.

The third owner owes \$1499 in back dues and is keeping current with a monthly payment plan which is paying the current quarterly dues and gradually reducing the overdue balance.

Respectfully submitted,



Rod Johnson

Treasurer, BHOA

Belhaven Homeowners Association

Board members/others present: Marianne Tufts, President; Roy Perham, Vice Pres; Rod Johnson, Secr/Treas and Donna Perham, ACCO Chair.

Meeting called to order by Marianne at 7:00pm.

Old Business:

Annual meeting (8/30/16) minutes approved as submitted by Becky Jett, Heritage Property Management, along with the notice of the election of BOD officers by the new BOD as submitted by Rod Johnson, Secr/Treas.

The ACCO chair appointed by the President is Donna Perham.

New Business:

Review of current and/or unresolved BHOA issues, concerns and duties; and BOD actions to be taken by BOD/ACCO members:

1. Repair of wind damaged wood fence along east property line. Roy and Rod will assess damage and submit recommended resolution to Marianne and Becky Jett, HPM. Becky will be tasked by Marianne to secure contractor proposals to repair fence and insure completion of work within a reasonable time.
2. Removal of tree residing on adjacent church property that has damaged east wood fence south of wind damaged sections and repair of the affected fence sections and post(s). Roy and Rod will assess damage and submit recommended resolution to Marianne and Becky Jett, HPM. Becky will be tasked by Marianne to seek resolution with the church based on BHOA recommendation within a reasonable time.
3. The addition of chicken wire on existing back yard fence at 2884.5 Cascade Ave. Roy and Rod will assess to determine if BHOA will require removal of the chicken wire based on BHOA CCRs. Property aesthetics and exception precedence are of concern.
4. New back yard fence construction at 2880.5 Cascade Ave. Due to UG utilities and varying grade levels along the back of this and adjacent back yards, the ACCO approved fence design will need to be modified. Rod reviewed options with fence contractor and recommended new fence height be level with neighbor's fence to the west, instead of east neighbor as originally approved, and end posts be installed abutting both existing perpendicular lot partition fences. The contractor, Valley Wide Fence, will secure owner approval and proceed with construction per above modifications. There will be slight variation of new fence height with the partition fences since the partition fences are at different grade levels. Upon completion, Donna will re-describe fence design as built, along with pictures, and submit as "ACCO Approved" to the owner, HPM and ACCO records.
5. Dog scat and back yard weed/rubbish at 2881.5 Cascade. Ongoing unresolved issue to be addressed with renters by Rod for the third time tomorrow morning before mow time. Marianne will authorize HPM to impose another fine per BHOA Fines Schedule (\$200) for failure by owner to resolve issues to date. Next steps by Marianne, if not fully resolved by Thursday, 9/29, will be authorization to HPM to hire a dog scat cleanup provider three times each week and special yard mowing service(if needed), along with back "garden" area cleanup and disposal of broken down plastic yard cabinet. Marianne will also contact City Code Enforcement to address the dog scat issue, if needed.
6. Tract B asphalt driveway access road and parking lot. The road and parking lot property is owned by the BHOA, but maintenance of same is the responsibility of the owners of the properties along the access road. Crack filling/sealing maintenance is needed within the near future to prevent progressive asphalt deterioration. Seal coating the entire roadway and parking lot will need to be done within the

- next one-three years for the same reason. Parking lot stripes will be an optional choice by owners. Donna will develop the estimated cost from contractor(s) for both crack filling/sealing and total seal coating, and craft a draft letter to the four TH owners affected explaining above for BOD approval, and submit final approved letter to HPM to send to each owner. Asphalt filling/sealing needs to occur when ground under the cracks are dry. If the affected owners choose not to directly contract the crack filling/sealing within a reasonable time (subject to ACCO approval of scope of work), the BHOA will then authorize HPM to do same and pro-rate the cost to the owners accounts.
7. No parking sign(s) and/or stripes on asphalt defining a "no parking" center lane at east end of Cascade Ave. A parking free lane is needed to allow adjacent residents to back out of their driveways safely as to face west toward the street exit on to Belhaven Way. Marianne will work with Becky, HPM, to contact the City for appropriate resolution.
 8. Unfinished garage door repairs at 583.5 Belhaven Way. Marianne will contact Becky, HPM, to draft final warning letter to owner to resolve this issue. Failure by owner to resolve per Becky's letter will result in fines to owner and, if needed later, BHOA /HPM contracting the work to complete the required repairs.
 9. Donna, ACCO Chair, will assume "snow watch" and authorization for snow plowing to Thompson's Landscaping this coming winter season.
 10. Donna, ACCO Chair, will perform a full property "walk-around" at least once each quarter and advise BOD of any issues or concerns that may require ACCO/BOD actions.
 11. Marianne will handle all other BOD communication with Thompson's Landscaping as needed and be the BOD liaison with Becky Jett for all communications with HPM, excluding BHOA financial information, which will be handled by Rod Johnson, Treasurer. Marianne will address prevention of weed eater damage to our wood fence and trees, and weed control along the "trail walkway" by the retention basin with Josh Thompson.
 12. Rod will craft a draft Treasurer's Report at the end of each quarter for BOD review and forward to HPM for publication as approved by the BOD. An interim Treasure's Report as approved by the BOD for YTD August is attached. The next TR will be crafted for YTD September 2016. Rod will follow up with HPM and/or our collections agency regarding status and actions to be taken going forward with respect to the two owners with delinquent dues.
 13. Marianne will work with Becky, HPM, to craft a letter to all owners addressing the seemingly increasing issue of unattended (unleashed) dogs and dog scat being left in yards and HOA greenways. This letter will reinforce both HOA rules and City codes on both issues, actions that may be taken by residents and BOD, assertive stance to insure compliance by the ACCO/BOD, and consequences of failure to comply.
 14. Marianne will review the HPM posted "BHOA Policies & Procedures" with Becky, HPM. There appears to be a possibility that the posted P&Ps are not BHOA's, but another HOA supported by HPM. If they were developed by BHOA in 2011 as dated, the BOD needs to review and modify to be in concert with our Bylaws, CCRs and Fines Schedule.
 15. For the next annual budget year, 2018, the BOD will request a line item for Bad Debts with an amount based on reasonable expectations of delinquent dues not expected to be paid and/or the amount retained by our collection agency.

The next meeting will be scheduled by Marianne for sometime in January 2017, unless an interim special meeting is deemed to be needed.

Meeting adjourned by Marianne at 9:50pm.

Respectfully submitted,

Rod Johnson, Secretary

BHOA's financial and accounting status appear to be accurate and in good standing as of our fiscal year ending August 31, 2016.

Balance Sheet

Total assets are \$48,772; consisting of \$18,731 in cash and \$30,040 in three CDs held by Coloramo Credit Union. Total asset value has increased \$3187 from December 31, 2015.

Total liabilities are \$182 from prepaid dues; an increase of \$145 from December 31, 2015.

Total Owners Contribution and Retained Earnings are \$48,589; an increase of \$3042 from December 31, 2015.

Cash Flows/Profit&Loss Statement

YTD August dues income is \$27,251; \$116 over budget. Total income is \$27,366; \$116 over budget.

YTD August expenses are \$24,323; \$1184 under budget. Material variances to budget:

Over Budget:

A 2015 landscape contract invoice of \$3308 was not paid until January 2016; not budgeted.

Snow removal \$325 over budget.

Special projects (fence staining) \$526 over budget.

Bad debt expense \$357 over budget (collection agency fees for owner's delinquent dues.

Under Budget:

Non-contract ground maintenance \$625 under budget.

Non-contract irrigation system maintenance \$400 under budget.

Electricity \$375 under budget (savings for new irrigation pump & VFD).

YTD August net income is \$3,043; \$1404 over budget. This overage is expected to dissipate by year's end due to non and under budgeted items.

Owner Dues Aging

As of August 31, three owners are in arrears with their dues payments; two have been sent to our collections agency and the third is under a payment plan.

Of the two owners sent to collections, one owes \$1350 and the other \$704 in unpaid delinquent dues.

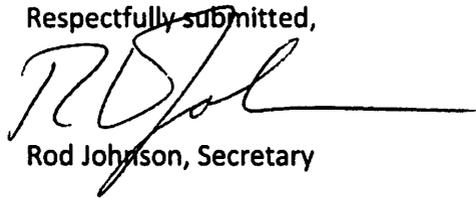
The third owner owes \$1499 in back dues and is keeping current with the monthly payment plan which is paying the current quarterly dues and gradually reducing the overdue balance.

Board of Directors Meeting, Belhaven Homeowners Association

On this day, August 30, 2016, the newly elected BHOA BOD elected the following BOD members as officers for the annual term of September 1, 2016 through August 30, 2017.

Marianne Tufts	President
Roy Perham	Vice president
Rod Johnson	Secr/Treas

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Rod Johnson', with a long horizontal line extending to the right.

Rod Johnson, Secretary