

Star Bright Townhome Association
Minutes Board of Directors Meeting
02 19 17
On Site

- I. **Welcome/Roll Call:** The meeting was called to order at 10:02 AM. Those board members present were Valerie Gilliam, Kathy Wallace, Ashlie Kane, and Dana Ehlers. Guests that were present were Rae Lyn Ehlers, and Julie Anna Faktor, tenant 257 #4.

- II. **Tour of Property:** The first item of business was a tour of the property to determine what repairs and/or maintenance might need to be completed. The tour was started on the grassy section of the common area. Noted:
 - a. Someone has been throwing their cigarette butts on this part of the property.
 - b. Tree and bush need to be trimmed back or removed from 255 #5&6.
 - c. There are 2 holes on the 257 building (gray siding.) Unit numbers were not noted.
 - d. In general, the rectangular plots in front of many of the homes need some landscaping maintenance.
 - e. A satellite dish was mounted on the front of one of the units of 257. Board should make it a rule that satellite dishes should be mounted on the back of the units.
 - f. 257 #10 has a stump in the back yard that has damaged the fence on #11's side. Valerie to contact owner for resolution. If owner is not responsive, Valerie will contact the property manager.
 - g. Siding repair on the back of #11 seems to have eliminated the pest problem in the attic space.
 - h. The vent on the end of 257 building has been boarded over, probably by the business that installed the siding. Board needs to find out if it is essential to have those vents opened back up.
 - i. All gutters on building need to be cleaned.
 - j. The 251 building needs clean up front. 251 #2 has a broken window.
 - k. Asphalt by the dumpster is damaged. Valerie to call Laurie Allen to determine if that is responsibility of county or HOA.
 - l. Abandoned car in visitor parking lot needs to be towed.

- III. **Review of Budget/Balance Sheet:** The balance in the reserve account is \$1811.03. It is assumed that the checking account for everyday bills is a pass-through account; therefore, we do not have a current balance. Valerie will talk with Laurie about the account used to pay bills to see if it is separate or if it is a general fund account for Landmark Real Estate. A review of the budget reveals that if everyone paid their dues, 2017 would see a surplus of \$4184. Valerie will talk with Laurie about specific past due accounts and see what can be done about collecting. A review of these financial makes

it very clear that the HOA needs additional funds to maintain and repair the townhomes properly. The Board is challenged with the task of how to increase the funding of the HOA.

- IV. List of Rules and Regulations to be distributed to homeowners and tenants:** This items has been postponed to a later date. Ashlie remembers seeing a list of rules and will follow up. Whatever existing documentation that can be found on this subject will be used as a starting point for new rules and regulations. Per the By-Laws, "The Board may adopt and amend reasonable rules and regulations governing the Property, which rules and regulations shall be provisionally effective immediately upon adoption by the board. However, all such rules and regulations shall be presented to the members at the next regular meeting, at which time such rules and regulations (other than those previously ratified by the members) shall be ratified or rejected by majority vote of the members, including Declarant." Valerie originally thought the Board would be able to pass Rule and Regulations without a vote of the membership; more research is needed to find out how to ratify Rules and Regulations. The Board has the task of making note of rules and regulations they would like to include.
- V. Preparation of detailed list of responsibilities for homeowners and the HOA:** The CC&R's, page 2, Article VII. Use, Occupancy and Maintenance of Units state the following:
- a. **7.1** Each unit shall be used and occupied only for the purpose of lodging or as a dwelling by the Owner, his family, guests, agents, employees, invitees, licensees or tenants. No business will be conducted in any Unit. However, the Declarant and the Association may conduct such business as they consider necessary for the development, construction, operation and maintenance of the Property and the Common Area.
 - b. **7.2** Owner shall maintain the interior of any improvements constructed on his Unit in good order and condition at all times, including, but not limited to all utility lines, pipes, wires, conduits and other systems located within the interior boundaries of his unit. If the Board determines that any Unit is not being properly maintained and kept in good order and condition by the Owner, then the Association may do such work on that Unit as the Board considers necessary to place in same in good order and condition and add the cost of any such work done by the Association on a Unit to any assessment due or which subsequently becomes due by the Owner..."
 - c. **7.3** Each Unit Owner will maintain his Unit, as well as the improvements, lawns and shrubs located on his Unit in a clean and orderly condition at times and will comply with any reasonable rules and regulations enacted by the Board with respect to the care, maintenance and upkeep of the Units and improvements located in the units."
 - i. The Board determined today that item 7.3 refers to the back yard of the Units. The front of the unit to the front door is the responsibility of the HOA.
 - ii. Discussion ensued as to when is the rectangular plot is the responsibility of the owner and when is it the responsibility of the HOA? More research

to be completed on this subject and this Board is tasked with coming up with a concrete solution that is clear to all Members.

- VI. Discuss possibility of quarterly newsletter:** Postponed
- VII. Discuss how to disseminate information to homeowners and tenants:** Valerie will follow up with Laurie with current contact information. Board will also post notices on doors of all units and will post notices in kiosk located by the mailboxes.
- VIII. Plan next board meeting:** April 9, 2017. Time is to be determined.
- IX. Plan summer get together:** Board has opted for a neighborhood “clean up” day instead to be held on April 9, 2017. Homeowners and Tenants all invited and a potluck meal will be served. HOA to obtain a dumpster for residents to use.
- X. Meeting was adjourned at 12PM.**

ACTION LIST

- Determine if attic vents are necessary - Valerie
- Find out if county is responsible for asphalt by dumpster. – Valerie
- Determine if there is a separate account for Starbright checking – Valerie
- Figure out how to increase income – Board
- Rules and Regulations – Board
 - Satellite dish on back of units to be part of rules and regs
- Make a ruling on who is responsible for rectangular plots in front of units - Board
- Get price for cost of dumpster for Clean Up Day. – Valerie
- Organize Clean Up Day - Valerie
- Have towing company remove abandoned car. – not assigned