

**Montgomery West HOA
Board Meeting
January 22, 2019**

Meeting called to order at 7:03 p.m.

Board Members in attendance:

Rod Olaya, Michele Heffner, Lula Davis, MaryAnn Holleran

Vincent Delgado, via telephone conference

All board members will continue to serve in the capacity as in the previous year: Vincent Delgado, President; Rod Olaya, Vice President-AERC Chair; Michele Heffner, Treasurer; Lula Davis, Secretary and MaryAnn Holleran, Member-at-Large.

Approval: Board agreed unanimously that the meeting dates for 2019 would be as follows: January 22, March 19, May 21, September 17, October 15, and annual meeting November 12

Treasurer's Report: 2018 budget and actuals close to projected amounts, with the exception of *Landscape/Annuals/Debris* removal, which was exceeded due to the removal of several large trees in the neighborhood. Board previously agreed to transfer \$2,000 from reserve funds to a Well Fargo savings account, which was established last year.

Status of outstanding (late) accounts (aging summary): 20 properties in some stage of late payments:

15 late 1 or 2 quarters—late notice will be sent by bookkeeper with \$15 late fee assessed;

1 late 2-4 quarters – late notice will go from Board;

2 with lawyer, with lien filed on 1 and a lien will soon be filed on the second one;

1 has been referred to lawyer;

1 on a payment plan

Audit Status: The various phases of 2017 audit on-going and on target.

Account reconciliation: All paperwork completed with accounts reconciled and signed by appropriate board members.

Accounting Service change: Treasurer brought to the attention of the board various issues that she encounters with our current bookkeeping service, i.e., errors in billings, errors in maintaining correct account information balances; transfer fees recorded in incorrect accounts, etc. Additionally, the Treasurer indicated that the bookkeeper does not always take the time or express an interest in ensuring that all the information provided is fully understood and explained. The Board has authorized the Treasurer to begin the process of looking at other potential qualified, experienced candidates to serve in the accounting role for the HOA.

AERC Committee Report: Board discussed an outstanding violation wherein the Board has sent numerous letters, set up a mediation process, as outlined in the HOA covenants. In view of the fact that the homeowners have not been responsive to any of the Board's efforts to mediate, the homeowner will now be assessed a \$50 fine (as noted in the procedure for covenant enforcement) per quarter as long as the violation exists.

Routine applications for AERC approval have been received.

Community/Spring Survey: Board agreed previously that prior to any date selection for semi-annual survey, AERC Chair would give a 10 day notice of date selected, with an alternative date in mind in case of inclement weather. AERC Chair suggested that the month of April would be the most appropriate time to conduct the spring survey. Board suggested that the survey should focus special attention on community common areas which might include potential projects needing attention.

Community Landscaping Contract: In the past, the AERC Chair has received numerous complaints about our current contractor, who provides landscaping services. At the annual meeting last November, the question was put before the Community with the request for input on the potential of hiring a new contractor this year. The AERC Chair will continue to reach out to various entities, as well as speak with those at last year's meeting who were willing to share the names of various possible companies which we might reach out to in order to engage their services. This is an on-going process.

Community News/County Liaison issues:

Covenant Sign policy update: In December, 2018, homeowners were advised that the HOA Board was convening a committee to clarify the signage policy. Community members were encouraged to contact the Board by January 31, 2019, advising us of their interest and desire to serve. As of January 22, we have not received any communications from the community.

Pet Waste: Members of the community continue to express concern about dog waste on sidewalks and in common areas. The Board determined that another article in the Spring newsletter was warranted and that if future complaints come to our attention, we would direct them to contact Montgomery County Animal Control Services.

Spring Newsletter: All board members encouraged to submit ideas and articles for the March newsletter. February 20 is the deadline for submissions. Ideas were floated about how we can encourage new members of our community to become engaged in community activities and be active Board participants.

Bulk Pickup: A date in April has been suggested for our annual bulk pick-up. The AERC Chair will contact Montgomery County to schedule a date. Hope to have that date for inclusion in the March newsletter.

CCOC training for board members: On-line training is available, and board members are encouraged complete this annual requirement.

Other business: Replacement of HOA meeting notice sign: One of the signs was lost during the recent high winds. The Treasurer will have it replaced.

Meeting adjourned at 8:56 p.m.

Vincent Delgado, President

Lula Davis, Secretary