

Minutes Orchard Villa Townhomes Board of Directors February 23, 2008, at the Grand Center

Board members Marc Thomas, Kendra Perkins and newly elected trustees Connie Baty and Christine Ensworth convened a Board meeting following the Orchard Villa Homeowners Association Annual meeting. By unanimous consent the board decided to continue the meeting when all board members could be present on March 5, 2008 at 430 Alberta Court, the home of Marc Thomas.

March 5, 2008 the Board of Trustees reconvened the February 23, 2008 meeting at 2 pm at 430 Alberta Court. Board members present were: Marc Thomas, Kendra Perkins, Connie Baty, Mike Stringham and Christine Ensworth.

Also present at the meeting were: Maria Brox and homeowners Bob Silver, Maxine Newell, Billy and Harold Provonsha.

The Board certified the results of the Board of Trustees election from the February 23, 2008 Annual Meeting. The candidates nominated by the membership were elected. Connie Baty and Mike Stringham were elected to three-year terms and Christine Ensworth to a one-year term.

Christine Ensworth moved that Marc Thomas be elected President of the Board. Mike Stringham seconded the motion. The motion passed unanimously.

Kendra Perkins moved that Connie Baty be elected Treasurer. Marc Thomas seconded the motion. The motion passed unanimously.

Marc Thomas moved that Christine Ensworth be elected Secretary. Mike Stringham seconded the motion. The motion passed unanimously.

Kendra Perkins moved that she and Mike Stringham be elected Vice-Presidents. Christine Ensworth seconded the motion. The motion passed unanimously.

The Board unanimously passed a Banking Resolution designating Marc Thomas, Kendra Perkins and Connie Baty as signatories on the Association's bank account, Certificates of Deposit and safe deposit box.

Connie Baty reported the voting by the membership on preferred capital maintenance and repair projects ranked: fencing (1), stucco (2), savings for a Reserve Fund (3), street repair on Alberta Court (4), beautifying the 400 North entrance (5).

The Board approved awarding a bid to Hot Asphalt Services to crack seal Association streets for \$3,900. Marc Thomas, Mike Stringham, Connie Baty, Christine Ensworth approved the bid. Kendra Perkins voted no. The crack seal work was approved after phone and email communication between the board members and by written permission

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of the board members on February 25, 2008. The board approved the work due to the availability of the contractor who was in town crack sealing streets for the City of Moab and the school district. It would have cost an additional \$500 to \$1,000 to have the contractor return to Moab to complete the work on the association's streets. Kendra Perkins asked Marc Thomas to check with the contractor and make sure the amount of material billed was correct. Maria Brox objected to the expenditure.

The Board unanimously agreed to have the Treasurer pay the utility bills and insurance premium when they were due.

The Board approved a bid of \$970 from Mike DeClerq to repair 54 feet of fence that was damaged by wind on the west side of Hale Ave behind the pool.

Mike Stringham will meet with city officials and contractors to determine a solution to the drainage problem between Buildings 13 & 14. Christine Ensworth and Marc Thomas will contact contractors to determine the cost to repair the stucco patio walls that are settling on the 3-bedroom units and to repair the West Hale fence. Connie Baty and Kendra Perkins will share the responsibility of dealing with landscaping and grounds keeping issues in the common area.

The Board voted to hold its monthly business meeting on March 29, 2008 at 2 pm at the Grand Center. The Board decided to continue the meeting on March 11, 2008 at 2 pm at 430 N. Alberta Court.

March 11, 2008 at 2 pm at 430 N. Alberta Court.

Connie Baty reported the books had been delivered to the CPA at Larson & Co. and the board should receive updated financial reports in a week. Also Barbara Hicks is completing the Association's 2007 taxes.

The Board decided to wait an additional week for a homeowner, who is nearly nine months overdue on assessments, to respond to the Board's registered letter demanding payment, before filing a lien on the property.

The Board also agreed to assess late fees and interest on over due assessment accounts according to the guidelines in the governing documents (Conditions, Covenants and Restriction) and the rules. The policy will be implemented on the third quarter assessments, after homeowners are notified in the newsletter. Assessments are due the first of the month and considered late after the tenth of the month. Interest will be levied after the 31st day on past due assessments at the rate of 15 percent APR. A \$10 late fee also may be levied on assessments received after the 10th of the month.

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The Board unanimously approved updating the Orchard Villa Homeowners phone directory if more than fifty percent of the homeowner want to be included. They also approved the Secretary establishing a file system for each homeowner unit to tract repairs and correspondence.

The Board agreed for Chris Ensworth to proceed and obtain bids from contractors to repair and stain the West and North Hale fence lines.

The Board also agreed to have homeowner Walter Johnston, who is also an insurance broker in California, review the association's insurance policy and make recommendations on coverage and specifications for insurance.

The Board agreed to continue the meeting on March 19, 2008.

March 19,2008 at 2 pm at 430 N. Alberta Court

The Board continued it's meeting with Marc Thomas, Kendra Perkins, Mike Stringham, Connie Baty and Chris Ensworth present.

Mike Stringham made a motion and Marc Thomas seconded it to have JD Wilson grade the RV Parking lot the week of April 14, weather permitting, and to purchase a truckload of road base gravel for \$200. All members voted in favor of the motion.

Marc Thomas moved to approve a bill for \$305 from Mike DeClerq for swimming pool maintenance, pumping water off the pool cover, etc. for January, February and March. Mike Stringham seconded the motion. The motion passed unanimously.

Connie Baty presented the Income-Expense report from the CPA for January and February. The Board agreed the report should be posted on the Association's website. The Board asked Connie Baty and Chris Ensworth to work on adjusting the proposed budget and present their recommendations at the March 29, Board meeting.

Mike Stringham reported he had met with two contractors, Jim Keogh and K-Sue Construction, about a solution to the drainage problem between Buildings 13 & 14. The contractors each had different solutions. One suggestions was to rework the leach field and the second was to run pipeline to the irrigation ditch northeast of the HOA. The estimated cost to correct the situation is \$40-50,000. Chris Ensworth made a motion to have Mike DeClerq clean the manhole boxes on the drainage line, as a short-term solution. Mike Stringham seconded the motion. All Board members voted aye.

Chris Ensworth reported she had met with two contractors on repairing the West Hale fence and was still soliciting two more. She said the Board should receive a bid within the next week.

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Mike Stringham agreed to research the cost of replacement bags for the Pet Pickups. Chris Ensworth will check on the cost of obtaining more swimming pool keys or replacing the lock.

The board will continue it meeting at 5 p.m. Tuesday, March 25, 2008 at 430 Alberta Court, to collate and mail the assessment billing, phone books, and Income-Expense report.

March 25, 2008 at 5 pm at 430 N. Alberta Court

The Board continued the meeting with Marc Thomas, Mike Stringham, Connie Baty and Chris Ensworth in attendance.

Marc Thomas reported the long-term over due homeowner had paid the overdue assessment. He also told the Board he would talk to Nelson's Heating & Refrigeration about spring start up on the swamp coolers and air conditioners.

The Board approved the purchase of a case of bags for the pet pick-ups for \$30. The Board collated the quarterly assessment billing, with new Orchard Villa phone directories, and an income expense report to date for mailing.

The Board outlined the items to be included on the agenda for the March 29, 2008 Board meeting at the Grand Center at 2 pm. The meeting was adjourned.

Approved Unapproved Approved with corrections