

Avera HOA Executive Board Meeting

9/25/17 at 2pm EST

AGENDA

1) **Establish Quorum** - following board members in attendance at the start of meeting @ 2:02pm est: Kim Silverman, Zack Taylor, Jule White, Kathie Walker, Wayne Coplea. Also in attendance Jeb Black & Mike Carlos from Wilson Property Management.

2) **Reserve Study Discussion** – Jeb prefaced discussions noting that figures used by engineer in report represent worst case scenario with regards to replacement costs and conservative ranges on life expectancies.

a. **It was noted that the reserve study in general stated the community is in good overall condition.**

b. Roofing- Jeb discussed extending the life expectancy of the roofs by performing roof inspections and repairs to plumbing boots, vents and loose shingles. This would allow deferment of the roof replacements allowing additional time to increase reserves.

c. Paving-tennis court resurfacing costs can be cut in half based on pricing recently obtained by Jeb in another community. Jeb briefly described the resurfacing process to answer Jule's questions regarding the matter.

d. Pool – coping & tile = not huge, options available on “resurfacing”. Jeb explained that small breaks in piping supplying air did not warrant tearing up concrete to replace as it did not affect the functionality of the system since most professional pool companies utilize a different backwash method as to not clog up the filters. Estimated amount on pool repairs by Criterium is for Quartz finish which is the highest and best finish available and costs can be reduced using other types of finish.

i. Pool pump motor and impeller replaced in Dec. 2016

ii. Tile & coping need repair

- e. Repair timing – ex: parking lot repairs 50% less due to timing based on the price of oil
- f. Caulking, Tennis court, roofing and paving adjustments to be requested before final reserve study

3) YTD (July) Budget Review- questions asked and answered regarding front door income from access card replacement fees and reimbursed income from clubhouse rental. Mike explained that the \$12,800 short fall in HOA assessments is due to the late posting of a large deposit on 8/1/2017 (report only goes through 7/31/17) and that the current state of assessments was \$3,600 from only 10 homeowners of which 3 had liens files for non payment and remaining less than 30 days past due.

4) Assessment guidelines from Association Declarations - Kim shared the section of the Avera Declarations regarding the increase of dues. Declarations state that assessment increases are limited to 10% of previous year's maximum assessment without vote of the membership. Kim calculated this figure to be \$15.98 increase per unit. Kim also displayed a history of dues increases from years past having been at 10%, then zero increases for multiple years for each respective unit type until 3 years ago where the dues were raised by a flat rate amount for all units of \$12.50 still in accordance with the Declaration guidelines. The flat rate increase prevents the continued disparity between what each unit type pays that occurs when % is used. Dues have not been raised since 2015.

5) Coin Laundry Facilities

- a. Outside vendor provides and maintains machines. Avera pays electric & water. Mike will check contract, but Jeb & Mike recommended removing.
- b. Mike - Vendor is terrible about maintaining machines. Corporate office is unresponsive. Usage is super low and some structural damage is possible to the far side of the gym. Safety concerns with flooding were also discussed.
- c. Kim made a motion to remove laundry, Zack & Jule seconded motion. Zero opposed.
- d. Mike will give 30 days notice and notice to residents of the laundry facility being shut down.

Action Plan:

- 1) HOA Dues Increase for 2018 – Jeb/Mike will draft 2018 budget with \$15.98 per unit per month increase to be sent via email to all owners 14-30 days prior to Nov 8th meeting.
- 2) Reserve Allocation- Reserves for 2017 budget were set at only \$20,000 because several of the capital improvement projects such as retention ponds and signage were itemized on budget as operating expenses and when added up equal approximately \$100,000-\$120,000 as in years past. Annual reserve amount of \$80,000 used in the reserve study was an average of annual reserve amount. Jeb usually does a bulk transfer to reserve at the end of the year after doing through the budget figures and mentioned that placing future capital planned capital expenditures under section “7000 Capital Expenses” of the budget to make this easier to identify.
- 3) Maintenance Priorities-Jeb discussed designating funds in next proposed budget for roof inspections & repairs, Pool tile & coping repairs and window/siding caulking & repairs.

Schedule for Next 2 HOA Meetings:

10/13/17 2pm Eastern, 11am Pacific Time - Reserve Study Overview & laundry facility closure, termite

11/8/17 3pm Eastern, Noon Pacific Time - Proposed 2018 Budget

Meeting adjourned at 3:41pm est.

10/10/17- Wayne Coplea approved.

10/11/17 - Zack Taylor approved.

10/11/17 - Jule White approved

10/11/17 - Kathie Walker, approved

10/11/17 - Kim Silverman approved