

CCVN HOME OWNERS ASSOCIATION MINUTES AUG'08

MEMBERS PRESENT:

TIM STENGER
FRANK HARE
KAREN KRONAUGE
BARBARA DORSEY
RICK SPOOR
GORDON ROY
JENNIFER LACE

- I. CALL TO ORDER
- II. PREVIOUS MINUTES WERE REVIEWED.
- III. KAREN HAD GONE TO PHIL HARRIS' HOUSE, BUT WAS NOT WELCOMED INSIDE HIS HOME. KAREN WILL CONTACT ATTORNEYS FOR RECOMMENDATION ON HOW TO PROCEED IN HANDLING THE HOA COMPUTER.
- IV. NOTE: MEETING MINUTES FROM PREVIOUS MEETING NEED TO STATE THAT THE HOA BOARD HAS A ONE-YEAR STATUE **TO ACT** ON HOMEOWNERS' FAILURE TO SUBMIT ARCHITECTURAL REQUEST FORM.

TIM DID EMAIL JEN A SAMPLE LETTER FOR RESIDENCES NOT SUBMITTING ARCHITECTURAL REQUEST FORM, HOWEVER, SHE DID NOT RECEIVE THEM, HE WILL RESEND FOR HER TO TYPE LETTERS AND MAIL OUT TO HOMEOWNERS, ALONG WITH CC: TO HOA BOARD.

NOTE: MEETING MINUTES NEED TO STATE THAT PER CITY, **ALL** DRIVEWAYS NEED PERMITS. GORDON IS GETTING MORE INFORMATION.

- V. BOARD STILL NEEDS TO DECIDE ON COVENANTS ISSUE BEFORE CONTACTING KURT VON KRAUT ON HIS BROKEN FENCE.
- VI. THE NEIGHBORHOOD WATCH SIGN AT TUFTS AND YOSEMITE HAS BEEN RELOCATED. IT NOW IS IN FRONT OF THE ENTRANCE SIGN, SHARING SPACE WITH THE SPEED LIMIT SIGN. ALL AGREED THE RELOCATION IS IN A BETTER SPOT.

- VII. ENTRANCE SIGNS FOR POWERWASHING AND STAINING HAS BEEN SCHEDULED FOR AUGUST 16TH & 17TH TIM AND FRANK WILL MEET GORDON AT THE RADCLIFF ENTRANCE FIRST ON SATURDAY THE 16TH AT 1:00PM FOR REMOVAL OF THE SIGN. POWERWASHING WILL BE AT GORDON'S HOME FOR BOTH SIGNS ON SATURDAY WITH SUNDAY DESIGNATED FOR CEDAR TONE STAINING, PAINTING AND SEALING, WEATHER PERMITTING. GORDON WILL RESEARCH STORES FOR REFLECTIVE PAINT ON THE LETTERING.
- VIII. ANNUAL GARAGE SALE FOR THE NEIGHBORHOOD IS FOR SEPTEMBER 6TH. FRANK WILL SUBMIT NEWSPAPER ADS IN EITHER/BOTH THE VILLAGER AND THE THRIFTY NICKLE AS WELL AS THE AD IN CRAIG'S LIST. THE NEW SECRETARY WILL PUBLISH THE NEWSLETTER WITH THE UPCOMING GARAGE SALE. FLYERS WILL BE DISTRIBUTED BY THE KIDS AND SIGNAGE AT THE ENTRANCES THREE (3) WEEKS BEFORE. JEN WILL WRITE UP SIGNS FOR THE ENTRANCES AND MEDIANS. KAREN WILL HELP DESIGNATE THE BEST LOCATIONS FOR THE MEDIANS.
- IX. IT WAS RESTATED TO BOARD MEMBERS ABSENT FROM LAST MEETING, PER COVENANTS, AFTER A 180 DAYS LAPSE A LETTER IS SENT TO THE HOMEOWNER WHO IS DELIQUENT ON THEIR HOA DUES. THIS LETTER IS WRITTEN BY OUR ATTORNEYS STATING THEIR AMOUNT OWED AND PAYMENT DUE WITHIN 15 DAYS, IF PAYMENT IS NOT RECEIVED, THEIR PROPERTY OR PROPERTIES WILL BE LIENED. OUR ATTORNEY HAS DRAWN UP A LETTER TO THE PFIFFERS THAT WILL BE SENT ON AUGUST 22ND FOR AN ESTIMATED \$2500 DELIQUENT HOA DUES ON BOTH DUPLEXES. IF THE PFIFFERS DO NOT PAY THE FULL AMOUNT OWED IN 15 DAYS, THE HOA BOARD WILL LIEN THEIR PROPERTIES.
- X. THE BOARD'S DISCUSSION ON A FEE CHARGED TO HOMEOWNERS THAT DO NOT SUBMIT AN ARCHITECTURAL REQUEST FORM, HAS RESULTED IN WANTING THIS APART OF THE COVENANTS. GORDON WILL RESEARCH OTHER HOA'S ON THEIR PROCEDURE BEFORE THE BOARD PROCEEDS IN ADDING THIS TO THE COVENANTS.
- XI. THE STANDARD OPERATING PROCEDURES (SOP) FOR THE ARCHITECTURAL COMMITTEE'S DEALING WITH COMPLIANCE OF COVENANTS & FINES HAS NOT BEEN COMPLETED AS OF YET. DEAN IS OUT OF TOWN, AND TIM WILL FOLLOW-UP WITH HIM UPON HIS RETURN.
- XII. REIFF'S HOUSE: HOPEFULLY WITHIN THE NEXT TWO (2) WEEKS, THE REIFF'S WILL HAVE A DEMOLITION CREW ON SITE.

NEW BUSINESS:

- XIII. RE: NEW MAILBOX ON ULSTER IS RECEIVING MAIL FROM THE POST OFFICE.
- XIV. TREASURERS REPORT: PER KAREN, IF THERE ARE ANY QUESTIONS OF CASH MANAGEMENT, PLEASE CONTACT HER ON THE RISKS & CONTROLS. SHE FURTHER STATES SHE HAS PHYSICAL CONTROL OF THE CHECK BOOK, AND THAT THERE IS A 24-HOUR TURN-AROUND FOR REIMBURSEMENT THAT HAVE BACK-UPS, INVOICES/RECEIPTS.
- XV. AMPLE NOTICE WAS GIVEN TO THE PERSONS INTERESTED IN THE HOA SECRETARIAL POSITION TO SUBMIT THEIR CV'S. AFTER REVIEWING CHRIS LEONARD'S CV TO TIM, BOARD MOTIONED TO HIRE HER, ALL WAS IN FAVOR. KAREN WILL MEET WITH HER TO GO OVER HER DUTIES.
- XVI. RE: VACANCY OF THE DUPLEX PROPERTIES 4693 THROUGH 4695 SOUTH AKRON STREET. THE LACK OF LANDSCAPE MAINTENANCE AND THE EVIDENCE OF BIRDS NESTING INSIDE NEEDS TO BE ADDRESSED TO THE HOMEOWNER. PROPERTY HAS BEEN VACANT FOR AT LEAST TEN (10) YEARS. THE NEW SECRETARY WILL NEED TO SEND A LETTER REFERENCING ALL THREE PROPERTIES REGARDING THIS NEGLECT AND ASK THAT THEY BE FIXED.
- KAREN SUGGESTED ADDING TO THE COVENANTS - AFTER PROPERTY HAS BEEN VACANT AN "X" AMOUNT OF TIME, THE HOMEOWNER NEEDS TO BE MAINTAINING THEIR PROPERTY BOTH INTERIOR AND EXTERIOR.
- XVII. RE: THE SOCIAL EVENTS - THE NEW SECRETARY WILL COORDINATE AND RECRUIT FOR NEIGHBORHOOD SOCIAL EVENTS.
- XVIII. BOARD HAS AGREED TO HAVE A WORKING WEEKEND TO COMPLETE THE SOP'S FOR ALL SUBGROUPS AND INDIVIDUALS.
- XIX. IT WAS MOTIONED AND ALL WAS IN FAVOR THAT THE ENTRANCE MONUMENTS FIXED ASSETS NEEDS TO SHOW DEPRECIATION. KAREN WILL REVISE BALANCE SHEET.
- XX. NEXT MEETING DATES ARE SEPTEMBER 9TH AT JEN'S AND OCTOBER 7TH AT KAREN'S.
- XXI. MEETING ADJORNED-CALL TO CLOSE.