

## **Centennial Trail HOA - Board meeting**

Tuesday, Jan 23, 2018

home of Sandy and Andy Edmondson

*These minutes approved by the Board by email Jan. 24, 2018.*

Board

### **present:**

Charles Minter (president)

David Klamann (vice president)

Andy Edmondson (treasurer)

Randy Doriese (secretary; recording minutes)

### **absent:**

Lou Supino (vice president)

### **Community:**

none

### **Agenda:**

- 1) annual membership meeting
  - budget, dues: discussion
  - board candidates
  - ACC: Anita Nebel is leaving the ACC. Candidates?
  - motions to propose?
  - meeting announcement, proxy form
- 2) documents-review committee: update
- 3) snow removal: should vendor notify board in real time?
- 4) Insurance update
- 5) spring cleanup: discussion
- 6) minutes after meetings: how soon after a meeting should the board publish
- 7) electrical system of lighted sign: update
- 8) treasurer: will need a new one in 2018 FY

**Charles calls us to order at 7:36pm.**

**Discussion of financials ahead of annual meeting:** We were significantly under budget in 2017. A main piece was snow removal, which was \$3k under (there were only 3 plowed snowstorms in 2017; we had budgeted for 9). "Miscellaneous" was also nearly \$2k under budget, as there were no major items in the common park like downed trees, etc. Finally, we saved \$500 on insurance by changing carriers.

Andy presents the proposed 2018 budget. After some discussion, we approve it unanimously.

The board unanimously recommends lowering the annual membership dues from \$500 to \$475. This will be very close to making 2018 income match 2018 projected outlays. We have basically reached our long-term goal of having 1 year worth of expenses in reserve.

We discuss whether we think it is necessary or desirable to undertake a reserve analysis. We decide against it, as the only major capital outlay we can anticipate is a complete replacement of the sprinkler system. Torii recommends against replacement - they advise that piecemeal repair will continue to be a good strategy.

**Board candidates:** we will have at least one opening (Lou is not running again for his expiring seat), and maybe two (Charles is willing not to run for his seat if somebody else wants it). Randy will include this info in the announcement of the annual meeting.

**ACC:** Anita is stepping down. We will need to replace her. Randy will include this info in the announcement of the annual meeting.

**Proposed motions?** There are none that seem to require being written out beforehand or directed proxies.

**Meeting date:** we select Thursday, Feb. 15. 7pm

Location: We will need to find a location, as none of the board members' main floors seem to have an appropriate layout to host a meeting of 20-30 people. Randy will solicit a community volunteer to host the meeting. A fallback would be the Unitarian Church (*N.B.: The day after this board meeting, Randy received notice that renting the "classroom-9" room at the church would cost \$150 for the 3 hours we would reserve*).

The board members will gather Thursday, Feb. 1 to stuff envelopes with meeting packets (7pm, Andy's house).

The board members will begin hand delivery of meeting packets Friday, Feb. 2, with any leftovers to be mailed Mon Feb. 5. Packets sent by Feb. 5 will meet the state's guidelines to announce membership meetings between 10 and 50 days ahead of the meeting.

**Documents-review committee: update:** David leads this discussion. The committee has reviewed the Bylaws and made some initial recommendations of wording changes in a redlined document; work on the Bylaws is ongoing. They are still aiming to have a law firm go over all the documents, especially as the committee members themselves do not feel competent to review the Declarations document. They

have one quote for \$1575 for this review, with at least one more quote still to come in. David will lead a summary of the committee's work at the annual meeting.

**Snow removal: should we have Prop Maintenance notify us when they plow, so we can keep track of this?** The context of this question is that PM accidentally billed CTHOA for an extra plow occurrence in late 2017. The board caught it before paying the bill. We decide not to make any further formal requirements of PM. Instead, the board members will continue to be diligent in walking the neighborhood after storms to check when plowing has been done, look for quality-control issues, etc.

**Insurance update:** We switched from State Farm to American Family for our liability and casualty insurance in 2017, saving us a lot of money. The switch was prompted by State Farm raising its premium significantly. Andy shopped rates among the local agents of a few insurance companies. The board settled on American Family. The coverage is basically the same as before. In addition, we received a rebate of about \$350 from State Farm because they had illegally raised their rates without notifying us.

**Spring cleanup:**

David volunteers to run it again. We decide to purchase higher quality mulch rather than relying on the "free" stuff from Western that contains a lot of weeds, etc. Our estimate is that purchasing nicer mulch should be no more than ~\$200. Purchased mulch might also be delivered and its availability would not be tied to Western's free-mulch days.

**Minutes:** We agree that minutes should come out more quickly: within 30 days of a meeting would be a good goal. It seems worthwhile to put this into the Bylaws whenever we formally adopt the new set of Bylaws.

**Electrical system (Charles's update):** The breaker for the lights in the Centennial Trail sign had stopped tripping for a while, but it started tripping again in the fall. Recently, Charles has noticed that only two of the four lights come on. He continues to monitor this situation.

**Treasurer:**

Andy will step down as treasurer for the 2018 fiscal year. The board will need to self-select a new one after the annual meeting. This is traditionally a long-term position – there have been three treasurers in CTHOA's ~30-year history.

**Adjourn 9:34p.**