

HAMPTON VILLAGE HOMEOWNERS ASSOCIATION

Board Meeting

February 7, 2019

North Natomas Library – 4660 Via Ingoglia, Sacramento, CA

MINUTES

1. **CALL TO ORDER:** Vice President Lor'rie White called the meeting to order at 6:30 P.M. The following Board Members and Management representatives were present unless noted absent below. The Agenda was posted on the Community bulletin boards and website four (4) days prior to the meeting. There was two (2) owners present for this meeting.

2. **ROLL CALL:**

Frank Kozlowski	President/Secretary	Absent
Lor'rie White	Vice President	
Stefan Harbov	Treasurer	Absent
Joe Vellos	Member at Large	
Adrienne Hall	Member at Large	
Deanna Themoleas	The Management Trust	

3. **OPEN FORUM**

The following comments were made in open forum:

- Rodent Issues – Need more bait stations
- Balcony Repairs

4. **APPROVAL OF MINUTES**

The Board unanimously approved the minutes of the September 26, 2018 Board Meeting as drafted.

5. **EXECUTIVE SESSION**

It was reported that the Board held an Executive Session on February 7, 2019 prior to the open board meeting to discuss litigation, contracts, compliance issues, collections, and a personnel issue.

6. **FINANCIAL BUSINESS**

- A. **Financial Reports:** The Board reviewed the reports prepared by Management for the month ending December 31, 2018. Management highlighted account balances and that year-to-date the Association's expenses were under budget by \$22,889.36.
- B. **Lien Resolution:** The Board reviewed the delinquency reports and approved the following motion: In accordance to Civil Code 5673, the Board of Directors hereby authorizes and instructs the Association's collection service to record a lien in the full amount of unpaid assessments, late charges, interest, and collection fees and cost against that property owned by the member(s) list on the Association's delinquency report dated **December 31, 2018** and who are, or become, delinquent beyond 60 days. This authorization shall only apply to those members who have been openly noticed of their delinquent assessment and of their rights as delinquent members in accordance to Civil Code 5660.

The Board further authorizes any director to sign and date any and all lien authorization forms as may be required for those delinquent members so noted in these minutes as identified by their association account number: **676808, 661141, 661229, 661190, 661140, 913254, 661316, 661209, 661120, 677074, 661310, 661103, 661327, 825272, 661333, 661231, 661085, 773112, 661196, 895260, 787751,**

- C. **Reserve Transfer Authorizations:** The Board unanimously approved the pending reserve transfer authorization requests.
 - **December 31, 2018 - \$105,284.54 – (Barth Roofing, \$46,017.00, Roebbelen Construction, \$300.00, Reconstruction Services, \$48,430.04 and Richard Avelar, \$10,537.50)**
- D. **Bad Debt Write-Off:** The board took no action on this item.
- E. **Review Investments –** Board Treasurer Harbov was not in attendance for this meeting and was unable to provide an update at the this meeting.

7. MANAGER'S REPORT & LOGS

The Board reviewed the Manger's report along with the action item list from the prior meeting, violation log and work order log.

8. COMMITTEE REPORTS

- A. **Architectural Committee:** No report. There is currently an opening on the committee due to the resignation of Paul Lineer.
- B. **Pump House:** Lor'rie reported that the pump house construction has been completed and was under budget for this project by \$15,000.00.
- C. **Pool Committee:** No report.

9. UNFINISHED BUSINESS

- A. **Bylaw Amendment (Reduce Quorum Requirement) –** Management informed the Board that a quorum of 33.3% (eighty-eight (88) ballots) is required for the amendment to pass. If this amount is not achieved by this meeting the quorum amount is reduced to 25% (sixty-six (66) ballots). The quorum amount was not achieved at this meeting and Management informed the Board that if quorum is met by the next board meeting the ballots will be opened and tallied for this by-law amendment.

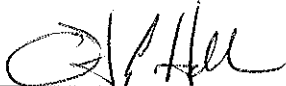
10. NEW BUSINESS

- A. **TMT Customer Bill of Rights –** The Board reviewed the Management Trust's Customer Bill of Rights.
- B. **2019 Calendar –** The Board reviewed and accepted the 2019 calendar as prepared by The Management Trust.
- C. **2019 Reserve Study Plan/Goals –** The Board determined that the construction defect repairs will be completed this year.
- D. **Inspector of Elections –**The Board appointed Management Trust as the Inspector of Elections for the 2019 Annual Membership Meeting.
- E. **Resolution for Consent for Emergency Email Meetings –** The Board reviewed and approved the resolution to conduct emergency meetings via email in between regular Board meetings.
- F. **Business & Professions Code § 11504 Disclosure –** The Board accepted the Business & Profession Code 11504 disclosure stating that manager is a certified manager with California Association Certified Managers and docs not carry a real estate license.

- G. **2019 Late Fee Resolution** – The Board reviewed and approved the late fee resolution that would give Management permission to waive one late fee per twelve-month period for any homeowner after their payment history has been reviewed without formal Board action.
- H. **Resolution for Monthly Review of Financial Statements** – Management informed the Board that the monthly financials are to be reviewed each month and recorded in the board meeting minutes. The Board appointed the President and Treasurer to review the monthly financials between the scheduled Board meetings.
- I. **2019 Insurance Renewal** – Management will have the insurance renewal proposal to the Board by email for the review and approval.
- J. **Community Landscape Proposals** – The Board discussed the need to hire a new landscape vendor. The Board motioned and approved to stay with the current landscape vendor, GP Landscape, since the Board had no complaints regarding the service provided by GP Landscape.
- K. **Robb’s Pool Service Proposal** – The Board reviewed Robb’s Pool Service proposal to have the pool filter replaced at the cost of \$1300.00. The Board requested Management to investigate to see if this filter has been previously replaced and if the filter was not replaced the Board motioned and approved to replace the filter as a reserve expense.
- L. **Tree Removal Proposals** – The Board discussed the proposals from Arborwell, GP Landscape and Eco Landscaping for the removal twenty-five (25) redwood trees from community. After discussion, the Board requested Management to review these trees with the arborist to determine if all twenty-five (25) redwood trees need to be removed since the community has already removed so many trees. Management will provide updated proposals for the Board’s review at the next scheduled board meeting.
- M. **Building 41 and 43 Landscape Improvement Proposal** – The Board discussed the proposal submitted by GP landscaping to refurbish the landscaping around the newly installed pump house between building 40 and 41. The Board mentioned that the trees that were removed were not included with this proposal and requested that GP Landscaping include these trees with this proposal. The Board motioned and approved this proposal at a cost not to exceed \$6500. This expense will be charged to the pump house cost center out of reserves.

11. ADJOURNMENT: The Board Meeting was adjourned at 8:00 P.M. The next meeting is scheduled for March 27, 2019.

*Not official until signed/dated.
Respectfully Submitted,*



Board Secretary

3-27-19

Date

*Prepared by Deanna Themoleas, CACM
Community Manager*

