

**Date:** April 14, 2021

**Location:** Susie's House

**Members Present:** Mary Hackett, Susan McCormick, Steve Ward, Deb Kelsey and Stacy Seapy

**Members Absent:** Jan Sprinkle

**Guests Present:** None

**Call to Order:** 6:42 p.m.

**Finance Secretary:**

(Shared via email)

### **Finance Report**

- Sent fourth quarter invoices to all homeowners with outstanding balances and processed a batch of payments made in response. Steve should be able to look at using QuickBooks to replace PayPal later in April when payment activity slows down. See notes for 1505 LFD in chart below. No other changes in the Homeowner accounts to watch.

Homeowner accounts to watch:

Status	Name	Invoice number	Amount due	Notes
Draft	1475 MD	609	\$3866	Mary to file court action
Partially Paid	1496 LFD	666	\$1369	Began year owing part of last year's dues. Paid \$518 in November. No payments since.
Partially Paid	257 LVD	540	\$1036	Began year owing last year's dues + late fees. Paid \$1,000 in fall but nothing since.
Unpaid (Sent)	261 LVD	542	\$996	Deceased – estate in probate. Exchanged emails with her son who hopes to settle account by Jan/Feb.
Partially Paid	1505 LFD	633	\$596	Paid \$400 March 22. He sent an email after the 4 <sup>th</sup> quarter invoice asking for more time to pay. I assured him there'd be no late fees if this year's dues was paid late.
Partially Paid	1454 MD	592	\$415	Deceased Feb 2021. Paid monthly; owes ½ year dues.

**Treasurer:**

- Susie shared the account status report and reported all is as expected, we are doing great as far as a balance, especially considering we're heading into the end of the fiscal year.

### **Secretary:**

- Newsletter as a google doc?
  - April 2021 Newsletter – Stacy sent out a blank newsletter in google doc
- Set up a Google Group Email
  - Pay \$6/month (\$72/year) for official google account
    - Need to add office tools (Quickbooks + Google Account)
  - Create a listserv for garden club
- Stacy sent redesigned Architectural Review Form
- Will share a google sheet for contact management

### **Common Area:**

#### **Common Areas Report**

The Grind completed removal of a mid-size cherry tree and the remains of 3 felled trees damaged in last year's storms that were left in common area H because rain soaked mud prevented removal. I'm building a list of ivy choked trees that need girdling and will call The Grind back in April.

Devin from Urban Habitat proposed a plan to handle erosion, trail creation, and native plant selection for the constantly wet lowlands in common areas along Lake Forest Lane. That's area D, and areas E and G along Lake Forest Lane between Monterey and LFD. Cost is \$1275.

The plan includes the following deliverables: Objectives, Targets, Natural Community Research, Plant List Development, Installation Methodology, Restoration Timeline, Near Term Maintenance and long-term Management, Operating Budget Budget, and Planview Schematic to convey unique ecological zones - keyed to the lists of flora. Urban Habitat prefers to install their plans because they require special knowledge of natural systems and flora. An estimate for that work is also included in the plan.

- I would like to go forward with the Urban Habitat Plan, and ask them to present at our annual meeting. After decades of neglect and erosion we need expert advice and direction to provide sustainable solutions to the low lying common areas.
- Steven would also like approval from the Board to purchase additional plants for common areas with remaining money from the Special Projects budget.
  - Steve shared specific examples of places he was eyeing buying plants for with the board.
  - Susie suggested by planting new things in various places it ensure everyone feels like they are benefitting from common area improvements, not just the area by the sign.

**MOTION** to approve Urban Habitat's creation of a Plan for \$1,275 and Steve buying additional plants for various common areas with remainder of the budget where we have previously removed trees and bushes.

- Susie moves, Deb seconds, all remaining in favor.

### **Architecture:**

- 1452 MD: Get multiple quotes for roofers, the board will choose one quote, then have Dezio write a letter that includes the chosen quote and says if not done on her own, we will have them do it.
- 1524 LFD: Will approach similarly to 1452 MD and get a quote for paint and have Dezio write another letter
- 1525 LFD: The fence next to the house is falling down and various other items and ask for a deadline. Was shared that there is no deadline, but needs to get done sooner than later.
  - Will give until Sept 30th to see progress.

### **President Report:**

1. Trash pickup issues
  - a. Mary has contacted the trash pickup about lakeview being skipped and common area trash cans not being picked up.
    - i. Susie and Steve suggested we should get a discount b/c we've had a street skipped 3xs on fridays and our common area trash cans overflowing.
  - b. There aren't really any other options for trash pick up options
    - i. Susie shared there's a nextdoor post that lists all the different trash pickup companies that we should look at.

### **Old Business:**

1. Comcast Survey
  1. Mary shared a new draft before the meeting
  2. Will all be a part of comcast negotiation team

### **New Business:**

1. Annual Meeting Location
  1. Needs to be indoors, and if we can't find a location, will do a report again like last year
  2. Mary will try to reach the firehouse, library, and ACAC.
  3. Share on newsletter all the options we have tried and if anyone has any other ideas, to please let us know.
2. End of board member terms
  1. Who is eligible to remain as a voting member?
  2. Steve is willing to stay on as a nonvoting member (June is 4 years), would prefer to stay responsible for common areas and let go of finance secretary.
  3. Deb was incorrectly listed as joining the board in 2017, but instead was just a volunteer, not a voting member of the board until Richard left – need to research when Richard left (can look at newsletters), may be eligible until 2023.

### **Out of Meeting Business:**

**Adjourn:** 8:27 p.m.

**Next Meeting:** Wednesday, May 12, 2021 – 6:30pm - Location: Susie's Patio