

**Columbia Village Homeowners Association  
Board of Directors Meeting Minutes  
March 20, 2018**

**Board Members Present:** Nikki Hampton, Karen Narus, Chuck Mione, Sal Palazzolo, Jen Thompson, and Russelee Horsburgh

**Board Members Absent:** Chris Bain, Cammi Riemenschneider, Bonnie Straight  
Representing Sentry Management: Pat Liddell

**Notice of Meeting:** Meeting notice was delivered by email on 3.14.2018.  
There was a quorum present to conduct business.

**Homeowner Forum:** There were no homeowners present for the forum.  
The meeting was called to order at 6:30 p.m.

**ACC Hearings:** No Hearings were scheduled.

**Security Report:** Ryan Carey from Carey Guard recommended to the Board that he bring the monthly report to Board meetings to ensure that the report contains the most updated information. The Board agreed. Ryan summarized security issues observed in the local area. He also recommended additional security patrols during school breaks and summer. Estimated cost for the summer is an additional \$1,100 per month. The Board will consider his recommendation after presenting to Neighborhood Watch Committee. In the meantime, the Board approved extended hours (weather dependent) for Friday and Saturday, March 30 & 31, the weekend at the end of Spring break. **Motion:** (Mione; Narus; passed)

**Minutes:** Minutes from the February 20, 2018 meeting were reviewed. **Motion:** A motion was made to accept the minutes as presented. (Mione; Horsburgh; passed)

**Financials:** Completed financials for the period ending February 28, 2018, were presented. Board members has several questions on classification of expenses. Sentry will check to make sure that those expenses are categorized properly, advise the Board, and make changes as needed **Motion:** A motion was made to approve the February, 2018, financials as presented. (Narus; Thompson; passed)

The Board discussed the "due from operating to reserve" line on the December 2017 balance statement. In 2017, the Board would pull funds from reserve to fund the operating account; however, there is not an apparent trail of what the funds were used to pay for specifically. The Board decided not to review all records to identify specific project codes to update the records to repay the reserve account and directed Sentry to make a journal entry to remove this "due to" note. All reserve expenses in 2018 will be coded to a reserve COA and all operating expenses will be coded to an operating COA.

The Board reviewed the Accounts Receivable Report. **Motion:** A motion was made to write-off account totals of \$5 or less which were late fees applied to accounts in 1<sup>st</sup> quarter 2018. (Mione; Horsburgh; passed)

**Managers' Report:** Manager reviewed management report, and noted that progress management has made to get the association running under new management. The Managers report is included with the board packet.

- CC&Rs: Drive through inspections are being completed bi - weekly. 155 letters were sent in the first half of February.
- Management presented a bid from Bright Ideas lighting for several small lighting fixes, including LED upgrade, and fan rewiring in the Racquetball court. Total bid is: \$2,115.00. **Approved.**
- Management presented a bid from Crane Alarm to replace the nonfunctioning DVR, and to take over monitoring of the Alarm system. Total cost is: \$2,105.00 plus \$35.00 a month in monitoring.

**Motion:** Motion was made to contract with Crane Alarm and take over monitoring and approve the new DVR and security install. (Mione; Hampton; passed).

- Management reported on ongoing one homeowner who is appealing location of trash can. Homeowner needs to construct a screen in front.

#### **Old Business / Updates:**

- Project list. In Progress. Will be ongoing.
- Sun Shades. Chuck will discuss with vendor re: confirmation of installation date.

#### **Committee Reports**

- Landscape: Karen reported the following:
  - CVOA received a certificate noting the HOA as a 2017 Firewise Community. Certificate will be framed and hung in the office
  - Plant material was thinned out by the retaining wall north of Flores court.
  - **Motion:** A motion was made to accept a proposal from Aloha Gardening to add topsoil and seed the drainage area recently repaired to complete the project. (Hampton; Palazzolo; passed) Expense will be made from the Reserve Account.
- Amenities: Chuck reported on the following:
  - Security system has been replaced and all operating correctly.
  - Lights on the exterior of the rec center have been fixed and all operating correctly
  - Getting ready for summer season. Will discuss pool host options at the April meeting.
  - The Board discussed options for new tables for the rental room.
  - Management is working on getting "Pioneer Center" signage on the rental room doors.
- ACC: Chuck reported on the following
  - New members on the ACC have been great and appreciated
  - The Board discussed a request for wrought iron fencing at 4771 E Flores Ct. Request denied but will respond with alternative for consideration.
  - The Board discussed a request for a shed – quite large and tall – at 5975 S Rockrose Pl. Chuck will do some additional research and respond to the owner.
  - One request was approved without conditions.
  - **Motion:** A motion was made to remove the fence on HOA property adjacent to 5982 S Rockrose Place due to unstable posts and open panels. (Mione; Narus; passed) Management will send a letter to the owner to give them notice of the removal so that they can plan accordingly and if a new fence is desired they will need to complete an ACC application.
- Communications/Neighborhood Watch/Social: Nikki reported on the following:
  - The CVOA Trail Walk & Cleanup is set for Saturday, April 28. Cammi has agreed to serve as the lead for this event. Alicia will help with organizing breakfast and supplies. Information will be sent to homeowners via email and event will be posted on the website.
  - The CVOA Yard Sale will be held on Saturday and Sunday, June 9 & 10. Dates coincide with Lakewood HOA. Nikki will work with Christian re: advertising, email notices and the dates will be posted on the website
  - Neighborhood Watch: Block captains and other interested owners will meet on April 17, 2018, at 5:30pm at the Rec Center. The Homeowner Forum will be moved to after the Board meeting.

#### **New Business:**

- Enforcement Policy: **Motion:** A motion was made to adopted the Enforcement Policy as drafted by Vial Fotheringham Attorneys, with the following amendments: 1) remove the period after the 5) on page two. (Narus; Thompson; passed)

**Executive Session:** No executive session was needed.

**Assignment of Terms for New Board Members and Election of Officers**


- **Motion:** A motion was made by Narus, seconded by Hampton, and passed unanimously to accept New Board member terms as follows:
  - 3-year: Russelee Horsburgh, Cammi Riemenschneider
  - 2-year: Jen Thompson, Bonnie Straight
  - 1-year: Sal Palazzolo
- **Motion:** A motion was made by Hampton, seconded by Palazzolo, and passed unanimously to accept the following slate of officers:
  - President: Chuck Mione
  - Vice President: Karen Narus
  - Secretary: Jen Thompson
  - Treasurer: Russelee Horsburgh
  - Assistant Treasurer: Bonnie Straight
  - Director: Chris Bain
  - Director: Sal Palazzolo
  - Director: Nikki Hampton
  - Director: Cammi Riemenschneider
- Committee Chairs are assigned as follows:
  - Landscaping: Sal Palazzolo and Karen Narus, co-chairs
  - Amenities: Chuck Mione and Cammi Riemenschneider, co-chairs
  - Communications/Social/Neighborhood Watch: Nikki Hampton
  - ACC: Chuck Mione

**Adjournment:** There being no further business, the meeting was adjourned at 9:40 pm.

**Future Meetings: Rec Center at 6:30 pm** (Third Tuesday of each month)

April 17, 2018	Board of Directors Meeting
May 16, 2018	Board of Directors Meeting
June 19, 2018	Board of Directors Meeting
July 17, 2018	Board of Directors Meeting

These minutes were prepared by Christian Brockl of Sentry Management as the managing agent, approved by me and accepted by the Board of Directors of Columbia Village Homeowners Association on April 17, 2018.

  
Jen Thompson, Secretary  
Columbia Village Owners Association

4/23/18  
Date

**CVHOA TASK LIST****March 2018**

<b>Task</b>	<b>Assigned to:</b>	<b>Completed:</b>
Update Access Cards for all board members	Christian	
Complete Signs for Pioneer Room	Christian	
Send Board members access instructions	Christian	
Respond to Homeowners on behalf of the ACC	Christian	
5975 S Rockrose	Christian	
4771 e Flores CT	Christian	
Send letter to homeowner with fence on common area, and give homeowner date fence will be removed.	Christian	
Send enforcement Policy to all homeowners.	Christian	
Send AR with credit for all homeowners under \$5.00	Christian	