

STONEGATE HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
JANUARY 6, 2016
COMMUNITY CLUBHOUSE

The Regular Meeting of the Board of Directors of the Stonegate Homeowners Association was held on Wednesday, January 6, 2016, at the Community Clubhouse. Treasurer Jenó Gilia called the Meeting to order at 6:40 p.m.

CALL TO
ORDER

Directors Present: Anita Coyoli
Heidi Gilia
Jeno Gilia
Cynthia Jantzen
Dorothy Prout

Directors Absent: None

Representing Cardinal: Farrah Esquer, CMCA, AMS, PCAM
Nancy Vlasak

Others Present: Chieko Bissett
Teri Cook
Marisa Stern
Arlene White
Tomoko Yogi

Director Jenó Gilia opened the Homeowner Forum.

H/O FORUM

The homeowner at 12139 Stonegate commented on: re-grading needed at her unit, a wire exposed for the irrigation controller; request for lighting at the end of the alley; and kids hiding in the gas meter alcove. Cardinal noted that emergency trenching had occurred at the unit today and that the re-grading was on the meeting agenda for discussion. Cardinal was directed to follow up on the other items.

The homeowner at 12140 Stonegate reported concern about patio flooding and said the plumber was out today and noticed bubbling that was reportedly a gas leak. The homeowner called the gas company to repair. Cardinal was directed to follow up and obtain the plumber's report.

The homeowner at 12061 Stonegate suggested reminding homeowners to clear their drains in the next newsletter.

The homeowner at 12047 Stonegate reported that there is a bush in need of attention. Cardinal was directed to check the area on the next site inspection.

As there were no other homeowners present who wished to address the Board, the Homeowners Forum was closed.

H/O FORUM
CLOSED

The Meeting Minutes for November 19, 2015 Board Meeting were not available from Amber Property Management. No action was required.

APPROVAL OF
MINUTES

Cardinal announced that quorum was not obtained to hold the First Calling of the Annual Meeting. The Second Calling of the Annual Meeting was scheduled for Wednesday, February 3, 2016 at 7:30 p.m.

ANNUAL
MEETING – NO
QUORUM

A Motion was duly made, seconded, and unanimously carried to accept the November 2015 Financial Statement as presented by Amber Property Management, subject to audit. Cardinal was requested to add discussion of the Morgan Stanley investment account on the February Meeting Agenda.

FINANCIAL
STATEMENTS

There was no aging report to review. No action was required.

AGING REPORT

Cardinal provided an updated January 2016 Collection Status Report. The Board reviewed the Collection Status Report noting that the only file had been closed. No action was required.

COLLECTION
STATUS REPORT

Cardinal provided the Association's existing Delinquent Assessment Collection Policy updated to reflect the change of management. A Motion was duly made, seconded, and unanimously carried to adopt the Delinquent Assessment Collection Policy with the correction of a typo on #9 (interest) to seven rather than ten percent. Cardinal was directed to make the correction to the policy and update internal departments.

DELIQUENT
ASSESSMENT
COLLECTION
POLICY

The Directors discussed check authorization. A Motion was duly made, seconded, and unanimously carried to approve Cardinal signing on checks for contracts and utilities and the Board would sign all other checks. Cardinal is to bring checks to the meetings for signature. Cardinal was directed to update internal check signing instructions.

CHECK
AUTHORIZA-
TION

The Directors discussed the upcoming budget process and reviewed the budget worksheet. Cardinal informed the Board that the Association's By-Laws indicated that the budget should be on a fiscal year end December 31 schedule and currently the fiscal year end is June 30. A Motion was duly made, seconded, and carried unanimously to approve changing the fiscal year end to December 31 to align with the Association's By-Laws. Cardinal was directed to contact the CPA, Reserve Specialist and Attorney for direction on how to proceed to accomplish the fiscal year end change. Cardinal will prepare both a fiscal year end June 30, 2016 budget to fiscal year end December 31, 2016 budget to be mailed no later than May 27, 2016 and a fiscal year end December 31, 2017 budget to be mailed by November 30, 2016.

BUDGET

The Directors reviewed Administrative Policy Resolutions concerning: investment of the Association's funds; write-off of bad debts in cases of uncollectible assessments and fees; and payment plan policy in cases of delinquent assessments. A Motion was duly made, seconded, and unanimously carried to approve the investment, bad debt and payment plan Administrative Policy Resolutions.

ADMINISTRA-
TIVE POLICY
RESOLUTIONS

The Directors reviewed the architectural control process with Management. Cardinal was directed to update the Architectural Application and the Application for Gardening Request to reflect the change of management. Cardinal was directed to include Architectural applications on each agenda for future meetings.

ARCHITECTUR-
AL PROCESS

The Directors reviewed and discussed a Villa Park Landscape proposal for 12139 Stonegate dated November 15, 2015 that was approved at the November 19, 2015 Meeting for the plant removal, root removal, re-grading, and dumping portion of the proposal for a total cost of \$1,005.00. The planting portion of the proposal was tabled until Spring. Cardinal was directed to send the proposal approval to Villa Park Landscape as this was not done by prior management.

LANDSCAPE
12139
STONEGATE

The Directors reviewed a proposal dated December 15, 2015 submitted by Villa Park Landscape for \$925.00 for items noted on the December landscape walk. A Motion was duly made, seconded, and unanimously carried to table the December 15, 2015 Villa Park Landscape proposal for \$925.00.

LANDSCAPE
WALK ITEMS

The Directors reviewed and discussed a Villa Park Landscape proposal dated October 5, 2015 for \$663.00 to fill in bare areas in front of 12062 Stonegate where a pine tree was removed. A Motion was duly made, seconded, and unanimously carried to approve a Villa Park Landscape proposal for \$663.00 to fill in bare areas in front of 12062 Stonegate. Cardinal was directed to notify the vendor of the Board's decision.

PLANTING
12062
STONEGATE

A Motion was duly made, seconded, and unanimously carried to ratify the Villa Park Landscape additional charge of \$450.00 for tree removal at 12139 Stonegate while the crew was already on site for other tree removals.

TREE REMOVAL
12139 STONE-
GATE

The Directors discussed inappropriate activity at the pool, gate repair and Title 22 compliance. A Motion was duly made, seconded, and unanimously carried to approve up to \$1,000 to repair the pool gate as an interim repair and then provide options for a longer term repair, if needed. Cardinal was directed to repair the pool gate as soon as possible. Cardinal was to contact Pool Perfection regarding Title 22 compliance and to the repair spa light. Cardinal was directed to add pool furniture as a line item to the reserve account.

POOL/SPA

The Directors reviewed and discussed a roof repair proposal submitted by Antis Roofing for repairs at 12116 Stonegate for \$1,495.00 less \$200.00 credit applied. A Motion was duly made, seconded, and unanimously carried to approve the Antis Roofing proposal for \$1,295.00 for roofing repairs at 12116 Stonegate. Cardinal was directed to notify the vendor of the Board's decision.

ROOF REPAIR
12116
STONEGATE

The Directors discussed the ongoing termite inspection, treatment, and repair project with Turner Termite & Repair. Cardinal was directed to include the termite reports on the meeting agendas as they are received.

TERMITE
PROJECT

<p>The Directors reviewed and discussed the FHA Approval expiration notice and proposal provided by Condo Approval Processing Company of America. It was noted that because of its status as a PUD, an approval for the entire homeowners association as a whole is not required. No action was taken.</p>	FHA APPROVAL
<p>The Directors discussed the Action List. Cardinal was directed to include this at the top of the agenda all future meetings.</p>	ACTION LIST
<p>The Directors discussed pest management. Cardinal was directed to verify if there's a Newport Exterminating contract for the Association. Cardinal was directed to obtain pest control bids.</p>	PEST CONTROL
<p>The Directors discussed insurance. Cardinal was directed to verify that the Association carries a "no payroll" workers compensation policy. Cardinal was directed to locate Fidelity Bond information.</p>	INSURANCE
<p>The Directors reviewed and discussed correspondence from the homeowner at 12124 Stonegate regarding fence replacement. Cardinal was directed to obtain bids to replace the gate at the unit.</p>	GATE REPLACEMENT
<p>The Directors reviewed and discussed the patio overflow condition when it rains at 12140 Stonegate. Cardinal was directed to follow up with the plumber who cleaned out the drain to determine if any other work was required.</p>	PATIO OVERFLOW 12140 STONEGATE
<p>A Motion was duly made, seconded, and unanimously carried to approve Cardinal Property Management as Inspector of Elections. Cardinal was directed to have the Association's attorney draft Election Rules.</p>	INSPECTOR OF ELECTIONS
<p>The Directors and Management discussed the newsletter. Cardinal was directed to add a newsletter addendum to the management contract, and produce and distribute the Association's monthly newsletter with the billing statement. Cardinal requested that all of the Association's content needed to be submitted by the first of each month.</p>	NEWSLETTER
<p>The Directors discussed an Association website. Cardinal was directed to create the website and secure a specific domain name.</p>	WEBSITE
<p>The Directors reviewed the Community Contact Listing and will provide changes to Cardinal as needed.</p>	CONTACT LISTING
<p>The next site inspection is to be determined. Cardinal was directed to include this at the top of the agenda for all future meetings.</p>	SITE INSPECTION

The Directors discussed meeting dates and a Motion was duly made, seconded, and unanimously carried to hold meetings on the first Wednesdays of the month at 6:30 p.m. Cardinal was directed to add the meetings to the annual calendar. Cardinal was directed to prepare electronic board packets and financials for Director Jenö Gilia, and the other board members prefer paper packets. Cardinal was directed to include the Association's map in each packet.

MEETING
DAY/TIME

The Directors tabled the Administrative section of the agenda to be discussed at the February Meeting.

ADMINISTRATIVE

The next Meeting was scheduled for Wednesday, February 3, 2016, at 6:30 p.m. at the Community Clubhouse.

NEXT MEETING

There being no further business, the Meeting was adjourned at 9:39 p.m.

ADJOURN

Submitted by: Nancy Vlasak

SUBMITTED

Attest:

ATTEST

Heidi Gilia, Vice President

Date

SECRETARY CERTIFICATION

CERTIFY

I, Cynthia Jantzen, the appointed Secretary of the Stonegate Homeowners Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the Stonegate Homeowners Association Board of Directors Meeting held on January 6, 2016, as approved by the Board Members in attendance of the Meeting.

Cynthia Jantzen, Secretary

Date