

SUMMIT PARK COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
DECEMBER 5, 2016

The Regular Meeting of the Board of Directors of the Summit Park Community Association was held on Monday, December 5, 2016, in the Association's Clubhouse. The President, Mark Cartwright, called the Meeting to order at 6:04 p.m.

CALL TO
ORDER

Directors Present: Nick Becker
Sean Bell
Mark Cartwright
Kevin Fuller
Iku Sorida

Directors Absent: None

Representing Cardinal: Lisa Bryce, Account Manager

Others Present: Darryl Terry

It was announced that the Board had just met in Executive Session to discuss collection matters, and that a Motion had been duly made, seconded, and unanimously carried to Foreclose the Lien and record a Notice of Default against the property with APN #930-395-39.

EXECUTIVE
SESSION

The President, Mark Cartwright, opened the Homeowner Forum.

H/O FORUM

The owner with account #SP-0038-0038-01 was present to discuss patrol matters. Cardinal was directed to request Nordic Security to perform a two night sweep and cite all vehicles with a grey sticker/no sticker. Then they were to return in one week and tow the repeating violators.

#SP-0038-0038-
01

Cardinal was directed to request weekly patrol reports from Nordic Security, email the reports, and add them to the monthly Board packets.

PATROL
REPORTS

Cardinal was requested to issue a work order to have the timer light in the gym fixed, as it was not turning on.

GYM TIMER

Cardinal was requested to issue a work order to have four to six holes patched in the disabled women's restroom stall.

WOMEN'S
RESTROOM

Cardinal was requested to issue a work order to Advanced Painting to have the lattice replaced at the roof pitch, at the carport on Prescott.

LATTICE
REPAIR

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

H/O FORUM
CLOSED

A Motion was duly made, seconded, and unanimously carried to approve the

APPROVAL OF

Regular Meeting Minutes from October 3, 2016, as written. Cardinal was requested to post the "Draft" Minutes to the website.	MINUTES
A Motion was duly made, seconded, and unanimously carried to accept the September 2016 and October 2016 Financial Statements as presented, subject to audit. Cardinal was requested to invest the overage in Morgan Stanley accounts as follows, two CD's in the amount of \$100,000.00 for six months, two CD's in the amount of \$100,000.00 for twelve months, and one CD in the amount of \$100,000.00 for twenty four months at the best available rate.	FINANCIAL STATEMENTS
The Directors reviewed the current aging report. No action was required.	AGING REPORT
The Directors reviewed the collection status report. No action was required.	COLLECTION REPORT
A Motion was duly made, seconded, and unanimously carried to approve the Resolution to Record a Lien against the property of the member with APN #93 0-394-79. Cardinal was requested to inform the collection attorney of the Board's decision.	LIEN RESOLUTION
The Directors tabled review of the West One janitorial contract increase to next month's meeting. Cardinal was directed to request that West One refill the paper towel dispensers in the restrooms.	JANITORIAL INCREASE
The Directors reviewed the correspondence from the owner with account #SP-0038-0154-01 requesting the removal of a large tree blocking their view. The homeowner was not present. Cardinal was requested to send correspondence to the owner requesting them to contact Cardinal Property Management when their view was obstructed and the trees would be trimmed at that time.	#SP-0038-0154-01
The Director tabled review of the draft insurance correspondence. Cardinal was requested to update the correspondence with the Board's changes and send the correspondence to the attorney for a legal opinion.	DRAFT INSURANCE CORR.
Cardinal was directed to request a new annual contract from Accurate Termite for termite treatments within the community.	TERRMITE CONTRACT
The Directors reviewed the proposals from Association Janitorial, Blue Balance Janitorial, and Personal Touch Cleaning. A Motion was duly made, seconded, and unanimously carried to deny Association Janitorial and Blue Balance proposals. A Motion was duly made, seconded, and unanimously carried to table Personal Touch Cleaning proposal to the next Board Meeting. Cardinal was requested to inform the vendors of the Board's decision.	JANITORIAL CONTRACTS
The Directors reviewed the proposal from Las Flores Landscape. A Motion was duly made, seconded, and unanimously carried to approve the proposal to remove the pine tree at 8508 E. Durango at a cost of \$425.00. Cardinal was requested to inform the vendor of the Board's decision.	LAS FLORES LANDSCAPE

Cardinal was requested to issue a work order to Las Flores Landscape to clean out all v-ditches within the community.

V-DITCHES

The Directors reviewed proposal #18181 from CPR Construction. A Motion was duly made, seconded, and unanimously carried to approve the proposal to repair the stucco at 948 Austin at a cost of \$408.00. Cardinal was requested to notify the vendor of the Board's decision.

CPR CONST.
PROPOSAL
#18181

The Directors tabled review of Vinco Constructions proposal to replace the women's and men's restroom benches to the next Board Meeting. Cardinal was directed to request a second bid from CPR for the benches.

VINCO CONST.

The Directors reviewed proposal # SP 17136 from Vinco Construction. A Motion was duly made, seconded, and unanimously carried to deny the proposal. Cardinal was requested to notify the vendor of the Board's decision.

VINCO CONST.
PROPOSAL
#SP 17136

The Directors reviewed the proposal from Fontaine Weatherproofing. A Motion was duly made, seconded, and unanimously carried to deny the proposal for a missing diverter at 8372 E. Truckee. Cardinal was requested to notify the vendor and homeowner of the Board's decision.

FONTAINE
8372 E.
TRUCKEE

The Directors tabled the West One proposal to pressure wash the restrooms to the next Board Meeting.

PRESSURE
WASH

The Directors tabled the Master Care proposal to install the gym flooring to the next Board Meeting. Cardinal was directed to request a sample of the mat material, request a quote to move the gym equipment out and back in, and request a quote for floor saver mats for the equipment.

GUM
FLOORING

The Directors reviewed the proposals from Antis Weatherproofing and Fontaine Weatherproofing. A Motion was duly made, seconded, and unanimously carried to approve Fontaine Weatherproofing to perform maintenance on the roofs, carports, and gutters at a cost of \$20,400.00. Cardinal was requested to inform the vendors of the Board's decision.

ROOF MAINT.

A Motion was duly made, seconded, and unanimously carried to deny the renewal with CAI. Cardinal was requested to inform the vendor of the Board's decision.

CAI RENEWAL

The Directors reviewed the correspondence from the owner with account #SP-0038-0078-02. A Motion was duly made, seconded, and unanimously carried to approve the reimbursement for the garage door at a cost of \$800.00. Cardinal was requested to inform the owner of the Board's decision.

#SP-0038-0078-
02

The Directors reviewed the correspondence from the owner with account #SP-0038-0156-02. Cardinal was requested to send correspondence to the owner requesting

#SP-0038-0156-
02

them to contact Cardinal Property Management when their view was obstructed and the trees would be trimmed at that time.

The Directors reviewed the pool heat correspondence. Cardinal was requested to send correspondence to Breakpoint Commercial Pool Service requesting that they change the pool temperature to 75 degrees.

The Directors reviewed the correspondence on utility doors. No action was required.

The Directors reviewed the action list. No action was required.

The next Board Meeting had been scheduled for January 10, 2017.

There being no further business, the Meeting was adjourned at 7:40 p.m.

Submitted by: Lisa Bryce, Account Manager

ATTEST:

Nick Becker, Treasurer

Date

SECRETARY CERTIFICATION

I, Kevin Fuller, the appointed Secretary of the Summit Park Community Association do hereby certify that the foregoing is a true and correct copy of the Minutes of the Summit Park Community Association Board of Directors Meeting held December 5, 2016, as approved by the Board Members in attendance of the Meeting.

Kevin Fuller, Secretary

Date

POOL HEAT
UTILITY
DOORS
ACTION LIST
NEXT BRD.
MEETING
ADJOURN
SUBMIT
ATTEST

CERTIFICATE