

# **Upland Green HOA Meeting Minutes**

## **March 23, 2016**

**Call to Order:** 7:01 p.m.

**Attending Board Members:** Tom Rocamora, Jennifer Santiago, Michelle Rocamora, Oscar Tiburcio, Lola Tiburcio, Ashlee Keech, Jen Whelan

**Absent Board Members:** Kevin Whelan

### **HEAR FROM THE HOMEOWNERS**

- There was only one homeowner in attendance. She asked about the firewood, wondering if it was available or was to be picked up. The board informed her that the firewood is available to anyone on a first come, first served basis. The homeowner also commented on two areas in the green that seem to be collecting water. One spot is where new drains were placed a year and a half ago. Tom will investigate and report back to the board.

### **PRESIDENT'S REPORT (Tom Rocamora)**

- None

### **TREASURER'S REPORT (Oscar Tiburcio)**

- Oscar provided a summary of the finances, including the current bank account statements.
- The taxes for 2015 have been prepared and were mailed out at the beginning of the month.
- There are about 30 homeowners who have not, at least partially, paid their 2016 dues. They have received two invoices. Finance charges will begin being applied monthly on April 1<sup>st</sup>. Oscar will send a third notice at the beginning of April. The invoice notice will include a note that liens will be filed unless payment is received.
  - Jennifer noted that one of the homeowners on the list had actually sold his property. Tom said that he would get a list of all homes in our community that have sold in the last year. Oscar will send the invoice once the new homeowner name is known.

### **SECRETARY'S REPORT (Michelle Rocamora)**

- None

### **LANDSCAPING REPORT (Jennifer Santiago)**

- No progress has been made with USPS to secure parcel boxes for the two locations on 138<sup>th</sup>. Jennifer will ping the post office contact again.

### **ARCHITECTURAL CONTROL REPORT (Kevin & Jen Whelan)**

- Jen and Kevin have placed a couple of notes on doors regarding keeping garbage cans out in the open. They plan to do a walk around of the neighborhood this weekend and make notes of any architectural issues that need to be addressed. They will subsequently leave notes for them.
- Jennifer S. recommended that Jen and Kevin send out all “you need to paint your home” letters by April. This best ensures the homeowners will address the issue prior to fall.

### **COMMUNITY RELATIONS REPORT (Ashlee Keech)**

- The Easter Egg Hunt is this Saturday, March 26<sup>th</sup>. There will be decorating as well as a hunt. Help is welcome!

### **OVERFLOW PARKING REPORT (Lola Tiburcio)**

- The homeowner who had a structure has removed it.
- There are three homeowners (four spots) who have not yet paid.
  - One has indicated she will be sending payment
  - One has indicated she will pay for one vehicle and remove the second
  - Lola is in contact with the third. He is in arrears for his dues, so he will likely have to move his car out of Overflow.
- The board will post on the website and Facebook that there are a number of open spots available.

### **NEW BUSINESS**

- Lola and Oscar visited the storage unit. There are three boxes of paper, two old printers, some sandwich boards and some party supplies.
  - The board voted unanimously to donate the two old printers and toss the party supplies.
  - Oscar and Lola will go through the three paper boxes and divide them into three categories – shred, keep for seven years and keep forever. When done, Michelle and Tom will provide a “second set of eyes” to validate.
  - Michelle and Tom have the two paper boxes from the HOA’s former bookkeeper. They will also divide the paperwork in the same way. Lola and Oscar will provide a “second set of eyes” to validate.
  - Once all review is complete, the board will decide on where to keep the records (current location or alternative).
- Lola raised the idea of having a community garage sale in late spring or during the summer. The last one had very low participation, but given that there is no financial cost, we may do it. The board will make a decision at a later date.
- Tom raised the idea of renting a dumpster to facilitate (encourage) clean-up. The board agreed that it is a good idea. Tom will get some quotes. The board will make a formal decision once the cost is known.
- After some discussion about one of the three homeowners whose accounts has previously been turned over to the HOA’s attorney, the board agreed to have the attorney 1) invoice the homeowner for 2015 and 2016 dues, 2) release the 2012 lien, 3) file a 2016 lien and 4) garnish wages for the dues and all attorney and lien fees.

**Adjourn:** 7:48 p.m.

---

---

**BUSINESS CONDUCTED BETWEEN 1/28/16 and 3/22/16**

- Board unanimously approved the January 27, 2016, minutes. 2/4/16
- Board agreed that all references to the association will be *Upland Green Community Organization*. 2/9/16
- Board approved expenditure of \$174.00 for 1000 checks. 2/16/16
- Ashlee completed and board approved the Spring postcard. 2/17/16
- Board unanimously approved the updated *Rules and Regulations Upland Green Community Organization* document. 2/17/16
- Lola sent certified letters to the homeowners/tenants who are using the Overflow Parking area but have not completed an agreement nor paid the yearly usage fee. 2/19/16
- Board voted to cancel February's meeting due to schedule conflicts for three members. 2/23/16
- After review of landscaping bids from *Coast Landscaping, Pinski Construction & Landscape, LLC* and *PROGRASS*, the board voted to remain with *NLS*. 2/27/16
- Board voted not to perform maintenance of the Overflow Parking area this March. 2/27/16
- Board voted to keep our email configuration as is (email forwarded from @uplandgreen.org accounts to personal accounts) 2/29/16
- Board voted to have Arborwell perform tree trimming and removal work. 3/1/16
- Tom trimmed back the rhododendron on 137<sup>th</sup> Place that was extending into the street. 3/3/16
- Arborwell completed the tree trimming and removal work. 3/4/16