

**UPLAND GREEN HOMEOWNER'S ASSOCIATION**  
**Board Meeting – Wednesday, January 26, 2010 - Approved**

**Board Members Present:** Celina Bonilla, Alicia Hanke, Zach Hegtvedt, Danielle Perry, Paul Peterson, Pat Swilling Holdridge

**Homeowners in attendance:** 4 homeowners in attendance. Attendance sheet maintained separately for confidentiality.

**Meeting called to order at 7:00 pm. December meeting minutes approved as written.**

**1. Welcome**

Alicia welcomed homeowners and reviewed meeting ground rules. New board members are needed for the Treasurer and Secretary positions. Additional homeowners are needed for the Block Watch, Architectural Control and Budget Committees.

Board members and homeowners are encouraged to get acquainted with the governing documents. Any questions should be addressed to Alicia, Danielle or Pat.

Homeowners are reminded that the board will not intervene in any disturbances between homeowners. Homeowners need to call the police regarding any behavioral and/or safety concerns.

**2. Homeowner Commentary**

No homeowners in attendance had any items for commentary.

**3. President**

Alicia shared a homeowner request to have meeting minutes accessible before the next meeting. Board Secretary committed to having minutes ready for board review by the end of the week. The board will review and approve via email for Monday posting. This was agreeable to the attending homeowners and approved by the board.

**4. Landscaping**

Pat noted that there are many dead trees (primarily Douglas Firs) in the community on common ground. She will bring in a few vendors to diagnose the situation and provide quotes for tree removal. If homeowners know of any trees in the community that need to come down please let Pat know. When bids/quotes are ready, Pat will bring them to the board for review.

A summer letter from Allied Waste was shared. There is a 13' 6" height restriction for their new trucks. Paul will add an item about trees to the March newsletter. Zach will walk the neighborhood to assess tree height issues and will report back to the board.

Pat expressed concern about the natural area between 138<sup>th</sup> and 137<sup>th</sup>. This has been a historic dumping area. Pat recommended clearing blackberries from area to improve visibility. This was tabled for continued discussion.

Future goals include addressing the sprinkler system and potentially beautifying the entries. If we want flowers then we need to have a sprinkler system. Pat will get bids to present at the March board meeting for homeowner input.

Zach noted that the garbage in the green has not been emptied regularly. Pat will discuss with NW Landscaping.

## **5. Architectural Control**

Zach provided an update on homes with paint and roof issues. 8 homes have been added to the list of offenders. 10 homes were already on the list. Trash cans are an ongoing issue with about 30-40 homes in offense. He noted that since Architectural Control projects can be expensive the board needs to hold homes accountable, but also have heart. It was agreed that the board needs to have a physical and verbal presence with homeowners to see progress and can't rely on newsletters and meeting minutes alone. Alicia asked Zach to document all discussions with homeowners about issues and to start with personal contact.

An Architectural Control committee will be developed to review requests and offenses. Zach will continue to spearhead all letters and fines. The Committee will consist of 2 board members and 3 homeowners. Volunteers are needed.

Pat shared an idea to send out a spring checklist that puts a positive spin on homeowner maintenance issues to address CC&R regulations. This could also be used in a welcome packet (discussed previously). Zach will head this up with Pat and Paul's assistance to send out by March.

Zach reported that the fence on 136<sup>th</sup> along the main entrance is coming down and another part is gone. This borders a non-Upland Green neighbor. In replacing/repairing this fence it is essential to make sure this is constructed on Upland Green property. Pat will get bids to present at the next board meeting. Paul will talk with the homeowner on 133<sup>rd</sup> that also has a fence coming down.

## **6. Community Relations**

Paul is successfully retrieving Skype messages and updating the website. Danielle shared website feedback from a John L Scott agent. The agent indicated that our website doesn't sell the community and is more punitive. Paul will review content and remove old information (jail) and update information with a positive spin.

Paul shared an idea to have a community clean-up day for common areas added to the 2011 event calendar along with existing activities (egg hunt – April; yard sale - June; pool party - August). The board liked the idea. Paul will draft a calendar to present at the next meeting.

The board and homeowners discussed the March newsletter. Several ideas were shared including pairing the spring checklist with a letter indicating what the board has been doing (a short paragraph from each board member). Other ideas included content on trees, garbage cans, and getting involved (committee solicitation, annual events) and a format with the front addressing what we are doing for you and the back addressing what we need from you. Paul will work on a draft, communicating ideas and needs to board members via email, to bring to the next meeting.

New meeting signs were created and put out several days prior to the meeting. Everyone felt that they looked great! Paul presented a new map of the neighborhood that identifies property lines. It was requested that these be laminated for dry erase use. The new maps should be very helpful for tracking neighborhood issues.

## **7. Block Watch & Overflow Lot**

Celina met with Debbie for transition. The lot spreadsheet is up-to-date.

The board has received two anonymous complaints via the website about cars at the end of 138<sup>th</sup>. This is a 24-hour lot that is first come, first serve. The vehicles under complaint have current tabs and are moving regularly. They are not in offense and will not be towed.

Several complaints have been received for the cars parked at the end of 136<sup>th</sup> outside of the overflow lot. One car has been removed, but the other remains and does not have current tabs. Neighbors have threatened to call the police. The owner has been asked to move the non-tabbed car into their driveway. The same owner has a tarp in the overflow lot that needs to be removed. A certified letter was sent previously about the tarp but was not picked up. Zach and Celina will personally talk with him again.

The only remaining item on the overflow lot clean-up is to finish posting the space numbers. Celina will get the materials from Debbie to complete this task.

## **8. Secretary**

Danielle reported that the transition of our General Liability insurance policy to the same agent that carries our Directors and Officers policy is completed. The agent is interested in coming to a future meeting to educate the board and community about both policies. Danielle will invite her to the March or April meeting. Danielle will work with Paul to identify what our insurance generally covers, what dues cover and other frequently asked questions from agents and homeowners. An FAQ will be created and posted to the website.

Danielle will review and update the Action Item list based on the board reports and will send an update along with meeting minutes to board members.

Volunteers for the Secretary position are needed.

## **9. Treasurer**

Alicia distributed the following financial documents:

- Balance Sheet – as of 1/26/11, \$21,266.08 is in checking and \$44,628.15 is in savings for a total of \$65,894.23. The Bookkeeper recommends moving \$15K to savings for safety. The board voted and approved. \$36,052.35 accounts receivable are due. Alicia noted that many people are paying in full for the year and that checks continue to come in for January billing.
- Profit & Loss December 2010 – Alicia noted that we were not billed for landscaping in December in error. This will be corrected and will be reflected on December 2010 expenditures.
- Profit & Loss Budget vs. Actual – Alicia noted many line items were under spent in 2010. Most notable is landscaping \$10K under budget due to the move to NW Landscaping. The Bookkeeper indicates a \$12K surplus from 2010.
- January – December 2011 budget

Alicia will coordinate completion of the 2010 tax return with the Bookkeeper.

Alicia reported that a homeowner in collections (due to non-payment) communicated to HOA-RM that they had submitted payment to Compass. According to legitimate homeowner documentation, the check was sent to Compass and cashed after the Upland Green trust account with Compass was closed in March. The payment was not received by Upland Green or the Bookkeeper. Alicia will work with the Bookkeeper to gather a confirmed paper trail to assure that this is in error. When complete, the account will be pulled from HOA-RM. Compass will be contacted in writing and

contact will be made with the homeowner (who will work with their bank). The bank would manage any legal action on fraud. If found true, Compass will be held accountable for any resulting homeowners fees and board collections costs.

Volunteers for the Treasurer position and Ad Hoc Budget Committee are needed.

## **10. Wrap- up**

Alicia shared some ideas for 2011 goals to include: clearing blackberries in natural area, fixing the shed in the green, establishing a financial assistance program, tennis court repair, and homeowner business listing. Conversation about projects for the year will continue at the next meeting. Danielle was asked to send a letter to homeowners asking for their vote on what to do about the tennis courts. A letter will be drafted following Jennifer's bid from last year.

A homeowner asked about participation on committees. The board maintains that all participating homeowners, as board members, committee members, or advisors, must be current on their dues.

**Meeting adjourned 9:00 pm**

### **Next Meeting:**

**The meeting will be held on Wednesday, February 23<sup>rd</sup> from 7:00 – 9:00 pm at Kamiakin Jr. High (Room 129)**