

**UPLAND GREEN HOMEOWNER'S ASSOCIATION**  
**Board Meeting – Wednesday, January 27, 2010 - Approved**

**Board Members Present:** Jon Resh, Pat Swilling Holdridge, Alicia Hanke, Danielle Perry **Absent:** Tom Rocamora

**Homeowners in attendance:** Celina Bonilla, Debbie Kaiser, Frank Pees, Susan Pees, Jennifer Santiago, Kelsey Smith, Gabe Spiel, Shawn Thornsberry

**Others in attendance:** Marian Harrison (Bookkeeper)

**1. Discussion of recent letter to all homeowners/residents**

Jon read the letter sent out to all homeowners and residents dated January 5, 2010, highlighting transition from Compass to Bookkeeper, new contact information for the board, and changes to board membership.

**2. Discussion of how meetings will be conducted**

Jon introduced the new agenda format with homeowner commentary period prior to board meeting with timeframe.

**3. Homeowner commentary period**

- a) *Shawn* – Sent post to “Contact the Board” after October annual meeting, and received no response. Alicia shared that this function moved to Community Relations on January 1<sup>st</sup> and that all posts are responded to within 48 hours. Alicia will see if she can locate original post.
- b) *Shawn* – Shared that there are new HOA rules about audits and requirements for annual reserve study updates. She will look into this further and notify the board of her findings.
- c) *Shawn* – Asked what we are using for our accounting system. Marian replied that it is Quick Books 2010.
- d) *Gabe* – Shared that the trail from 132<sup>nd</sup> to 139<sup>th</sup> is very dark and tree roots are lifting up the paved trail causing a tripping hazard. Pat will explore this and all trails to assess areas of immediate need and will get a quote from Highridge.
- e) *Celina* – Asked about what the Block Watch position is responsible for. Jon indicated that this is yet to be determined and that the board is open to suggestions. Frank shared that in the past this position maintained contact with the police, researched safety statistics for the community, and encouraged safety practices and suggestions via newsletters. Alicia provided a copy of the by-laws with additional description.
- f) *Debbie* – Expressed concern about her account. Marian met with Debbie during meeting to address issue.

**4. Approve minutes**

Minutes for 12/30/09 meeting approved with change to section 7. \$1,000 pre-approval was only applicable to the Landscaping position. The board discussed other positions and voted to pre-approve all other board positions for costs of \$150 related to current projects without prior board approval.

**5. Fill open positions**

The two open board positions were discussed. Volunteers were identified. Jon will contact these homeowners to further discuss the expectations for the positions and to solidify their interest.

Architectural Control: Jennifer Santiago (with assistance from Celina Bonilla)

Block Watch: Debbie Kaiser

**6. Financial report**

- a. Current status of account balances
  - 115 homeowner accounts are clear, including 31 homes that are paying by quarter for 2010 dues and 84 that are paid in full; statements will be sent out by 2/1 to those paid in full.
  - 73 accounts are in arrears – 11 accounts with >\$600; 13 accounts with \$325-\$600; 17 accounts with previous credit balances.
  - Recommended that Jon and Tom contact homeowners personally about accounts in arrears. Jon asked that detailed information be provided on all arrears accounts to be able to decide how to proceed. Danielle will assist Marian with reconciling the accounts and the board will wait until the February meeting to review accounts. Jon would like to get Tom involved also.

- Marian reported that the by-laws outline the following payment schedule: 1/21 dues due; at 15 days overdue 1<sup>st</sup> notice is sent “didn’t pay, may incur fees”; at 30 days 2<sup>nd</sup> notice is sent “account may be referred to collections” and 12% interest is assessed; at 45 days demand letter is sent.

b. Bank balances

- Approximately \$66,000 currently in cash
- \$58,500 full years dues have been billed for 2010; \$31,300 collected to date
- Compass has an additional \$2,862.75 that they held on to during the transition. Danielle will contact Compass to get the final check cut.
- A full financial statement and budget will be ready for review at the February meeting.

## 5. Community Relations

The Board voted to host an Easter Egg Hunt the Saturday before Easter. Alicia will solicit volunteers to assist (including Kelsey). Content for the March newsletter will include: egg hunt, annexation, tennis court.

## 6. Landscaping

Three signs need review. Park at Your Own Risk (for the Overflow lot) and Under Surveillance (for the Overflow lot and 136<sup>th</sup> entrance to the Green) need to be installed. Pat will work with Jennifer’s contact. The signs at the Green have been spray painted on. The board voted to replace all of these in the community. Pat will order from JJ Graphics.

## 7. Action item review

Status on action items per board position were reviewed and updated. See Action Item spreadsheet for details.

## Next Meeting

- HOA audit rules
- Status on open board positions (Architectural Control and Block Watch)
- Review of accounts in arrears
- 2010 proposed budget
- Web Site registration/billing
- Action Item review

### **HOLD FOR FUTURE MEETING:**

- Block Watch brainstorm
- Create committee for by-laws updating
- Goal setting

**NOTE:** March meeting was approved to be moved to the 2<sup>nd</sup> to last Wednesday of the month to accommodate the school meeting room. The meeting will be held on Wednesday, March 24<sup>th</sup>.