

Crosswoods Homeowners Association
Board of Director Minutes
September 22, 2009

I. Preliminary

1. Call to Order at 6:02 p.m. by President Leslie Lake.
2. Roll Call by Secretary Diane Hamel
Members present: Jim Fuchs, Diane Hamel (Secretary), Leslie Lake (President), Alan Leach (Vice President), Paul Ogden (Treasurer) and Gene Schrepel
Member absent: Wayne Wilcox

Also present: Del Aldrich, Association Manager and Stan Spalding, F & I Committee Chair
3. Member Forum. No Homeowners present.

Mr. Aldrich gave a power point presentation relating to his management style and how the supervisors and employees will be trained.

II. Consent Items: Business

1. Approval of the Meeting Minutes:
 - Board of Directors: August 26, 2009 Regular Session
 - Board of Directors: September 15, 2009 Special Session
 - Landscape Committee: September 14, 2009
 - Finance Committee: September 16, 2009
 - Water Committee: September 11, 2009
 - Pool Committee: September 8, 2009

As none of the Committee Minutes had yet to be approved by the respective Committee (Landscape Committee, Finance Committee, Water Committee and Pool Committee) Minutes were pulled from this action and shall appear on the next Board of Directors Regular Session Agenda.

Motion #1 – Mr. Schrepel moved to approve the Board of Directors Minutes: August 26, 2009 Regular Session, as amended, and the Board of Directors Minutes: September 15, 2009 Special Session, as amended.

Ms. Hamel seconded the motion.

No further discussion

Motion approved unanimously

2. Treasurer's Report

Treasurer Ogden reported that we have \$47,000 excess reserve cash over the reserve liability.

The financial highlights indicate expenses to date are at \$24,527.08 under budget.

Mr. Ogden reported that tree care has an under run of \$8,000, but Mr. Aldrich has about \$24,000 in tree care already anticipated. With that and the water irrigation budget and expense, Mr. Ogden stated that Mr. Aldridge has quite a challenge ahead of him to stay within the budget.

Additionally, Mr. Ogden reported that he met with Stan Spalding and Patti Wright and reported that reserve funds, currently on deposit at Washington Mutual, may be moved from a money market account to a certificate of deposit account, for additional income.

The Late List Report for month ending August, 2009 indicates that there were 17 homeowners delinquent with their HOA payments. Although this is more than the prior month, Mr. Ogden reported that this remains close to the average for the year. The amount due for August, 2009 is \$38,954.

Mr. Spalding submitted to the Board members, a flow chart showing homeowner late list activities. The flow chart indicates the personal actions (to the left, in red) and the property events (on the right, in black) relating to delinquency and bankruptcy.

Motion #2 - Mr. Schrepel moved to accept the Treasurer's Report as presented
Mr. Fuchs seconded the motion
No further discussion
Motion approved unanimously

3. Summit Flat Roof Contracts

Motion #3 – Mr. Ogden moved to accept the Summit Flat Roof Contracts 5225 through 5232 for 8 flat roof replacements. The contracts total \$26,524 for 55 squares. Said amount, plus any required repairs, to be paid from the Flat Roof Reserve. President Lake is authorized to execute the contracts.
Mr. Fuchs seconded the motion
No further discussion
Motion approved unanimously

4. Summit Sloped Roof Contracts

Motion #4 – Ms. Hamel moved to accept the Summit Sloped Roof Contract 5185 (revised). The contract is for replacement of the Hardshake roof at 7068 San Jacinto. The contract amount is for \$8,358, with Crosswoods share at 18% being \$1,504.44. Said amount is to be paid from the Shake Roof Reserve. In

addition, new gutters are authorized with costs to be separately billed and paid for from the Gutter Reserve. President Lake is authorized to execute the contract.

Mr. Ogden seconded the motion

No further discussion

Motion approved unanimously

5. Additional Pool Deck Repairs

During the discussion, related to this additional repair work, it was so noted that the Board had not given approval for the work, prior to the start of the work on 9/17/09. Mr. Aldrich apologized and stated that he had neglected to obtain prior authorization from the Board by way of e-mail (which had been agreed upon earlier at the F & I Committee meeting).

Motion #5 – Mr. Schrepel moved to accept the proposal from Action Asphalt, dated September 4, 2009, to repair an additional 682 square feet of pool decking (383 sq. ft. at Retreat Pool and 300 sq. ft. at San Felipe Pool) at a cost of \$5,456. Said cost to be paid from the Pool Reserve. President Lake is authorized to execute the agreement.

Mr. Fuchs seconded the motion

No further discussion

Motion approved unanimously

6. Concrete Sidewalk Repair

Motion #6 – Mr. Schrepel moved to accept the proposal from Action Asphalt, to remove and replace 212 sq. ft. of concrete at the entry to the office at a cost of \$3,260. Said cost to be paid from the Concrete Reserve. President Lake is authorized to execute the agreement. President Lake is authorized to execute the agreement.

Mr. Fuchs seconded the motion

No further discussion

Motion approved unanimously

III. Old Business

1. Action Items listing was distributed on a separate handout and reviewed.

2. Facilities Project List

Mr. Aldrich submitted the Crosswoods Facilities Project Plan which are those projects that have been identified as work to be prioritized and completed as soon as possible (non-work order items). This is Mr. Aldrich's first attempt at this report for Crosswoods. The Board will need to review those higher cost items and set a priority for action. It was noted that there are several units requiring that the "belly band needed to be painted." This item is to be completed by Summit. A discussion took place, relating to the fact that Summit had handled this in the past, but that it has not been the case more recently. Mr. Aldrich to have a further discussion with Summit relating to the painting of the belly band once a roof has been replaced.

3. Landscape Project List

Mr. Aldrich submitted the Crosswoods Landscape Project Report which are those projects (not work orders) which have been proposed for completion. The Board will now begin to review the project list and decide what can be done and what will need to wait, based upon the costs and staffing involved. Any requests, submitted to the Board without costs included, will be returned to the Committee.

Mr. Aldrich inquired as to who is the Board representative on the Landscape Committee. It has apparently been quite some time since there has been a representative of the Board on the Landscape Committee and Mr. Aldrich stated that one is needed. Ms. Hamel volunteered to become the Board representative on the Landscape Committee and plans to attend both the walk-around and scheduled meeting in October.

4. Monthly Printout of Open Work Orders

Mr. Aldrich submitted the Outstanding Work Orders reported dated September 18, 2009. It was noted that there are substantially more open work orders than originally reported by prior management. Mr. Aldrich stated that it will take a few months to get the work orders and project lists organized. He also added that most days a homeowner will discuss with him their outstanding work order and inquire as to when they may anticipate that the work be done.

5. Proposed Budget

Mr. Aldrich reiterated that the 2010 budget had been basically completed before his employment and he anticipates a shortage prior to the end of the budget year. He again warned the Board that should that happen that Mr. Aldrich will be returning to the Board to explain the issues and request the Board's recommendation.

Motion #7 – Ms. Hamel moved to adopt the 2010 FY Budget No. 6A (as amended).

Mr. Fuchs seconded the motion
No further discussion
Motion approved unanimously

IV. New Business: Discussion/Action

6. Recycling on Monteverde

Ms. Lake reported that a homeowner requested whether Monteverde may be added to the recycle route for trash trucks (every other week). The distance is quite far for the homeowners to bring their recycle cans to Crosswoods Circle. The Board tabled this item for the current time.

7. Salary Ranges

Mr. Aldrich requested that this item be tabled pending additional research.

8. Worker's Compensation

A report of Workers Compensation Claims (2003 to current time) was submitted to the Board as information. Mr. Ogden reported that when working in the office, he was first made aware of the excessive claims on July 13, 2009 when information relating to the renewal of the coverage was supplied by Jeff Barnett. The Board had not been supplied information related to this subject prior to this situation.

9. Manager's Report

Mr. Aldrich reported that there are three broken skimmers as a result of the concrete work. The damage was not intentionally done, by the contractor, and the contractor is not responsible according to the contract. The Paramount SDX-Retro Equalizer Covers were to have been replaced by Leslie's Pools in order to obtain the certification. The deck-o seal expansion joint are to be removed and replaced. All three items must be completed in order to comply with the Graeme-Baker Act. According to Mr. Aldrich the certificate supplied by Leslie's Pools is not worth the paper it is written on. Mr. Aldrich reported that he will no longer be using Leslie's Pools, unless it is an emergency and stated that, in his opinion, they are not licensed for the type of repairs that we need.

Ms. Lake asked Mr. Aldrich if Leslie's Pools had been paid for this work and he stated that they were not aware that it needed to be done.

Mr. Aldrich reported that he was not aware of this issue until a few hours prior to this meeting.

Mr. Ogden discussed this issue with Mr. Spalding relating to the notification of the F & I Committee for this expenditure. Mr. Spalding reported that it is an emergency situation and, thus, the F & I Committee need not be contacted to submit this for Board approval.

Motion #8 – Mr. Schrepel to authorize the repair to the three pools, by New Vision Pool and Spa, totaling \$5,600. Said costs are to be paid from the Pool Reserve. President Lake is authorized to execute the contract.

Mr. Ogden seconded the motion

No further discussion

Motion approved unanimously

Mr. Aldrich reported that the pool project has become much greater than originally anticipated, but the work will be done correctly.

V. Adjournment at 8:05 p.m.

Minutes submitted by Secretary Diane Hamel

_____	_____
Secretary Diane Hamel	Date of Approval
_____	_____
President Leslie Lake	Date of Approval

APPROVED