

Crosswoods Homeowners Association
Open Session
Via Zoom Video Conference
MINUTES Amended per Board Meeting October 28, 2020

September 23, 2020

I. CALL TO ORDER: President Dale Smith called the meeting to order at 6:00 pm.

II. ROLL CALL:

Directors Present:	Dale Smith	<i>President</i>
	Dafina McCree	<i>Vice-President</i>
	Sam Miller	<i>Treasurer</i>
	Sara Lombardo	<i>Secretary</i>
	Rudy Di Massa	<i>Director</i>
	Bill Swars	<i>Director</i>
	Norman Hill	<i>Director</i>
Management:	James Hofmann	<i>Division Executive Vice President</i>
Homeowners:	39	

III. OPEN FORUM: The following items were topics of discussion:

- Homeowner concerned about her deck not getting repaired.
- Homeowner concerned about necessary tree work at her property, as well as the need to clean gutters.
- Homeowner has concerns about his cracked driveway. He requests that the board establish specific time frames as to when the inspection of driveways will take place and when repairs of cracked driveways will commence.

IV. APPROVAL OF MINUTES: The Board reviewed Minutes of the following meetings of the board of Directors:

A. Board of Directors Meeting August 26, 2020

MOTION was made by Rudy Di Massa, seconded by Bill Swars and passed unanimously to approve the minutes as amended.

V. Committee Reports/Appointments

The Board discussed the following committee appointments:

- A.** Walter Samodurov as Chair of Finance and Insurance Committee
- B.** David Diebel as member of Contract Review Committee
- C.** David Diebel as member of Website Committee

MOTION was made by Sam Miller, seconded by Norman Hill and passed unanimously to name Walter Samodurov as Chair of the Finance and Insurance Committee, and appoint David Diebel to the Contract Review and Website committees effective immediately.

D. Website Committee: The Board reviewed and accepted the minutes for the committee meetings held 8/17/20, 8/24/20, 8/31/20, and 9/7/20.

VI. Financials

- A. Financial Statements and Supplementary Information:** The board reviewed and accepted the financial statements and supplementary information, as prepared by Management, for the period ending August 30, 2020.
- B. Bad Debt Write Off Authorization: Prior Account # 914202.**
Following discussion, **MOTION** was made by Rudy Di Massa, seconded by Sara Lombardo, and passed unanimously to authorize writing off \$7,931.88 as bad debt.
- C. Treasurer's Report:** Treasurer Sam Miller provided highlights of the 2021 DRAFT budget, which included:
- a. Monthly regular dues will drop to \$455 dollars
 - b. The insurance premium will be billed monthly and will be integrated with the monthly dues coupon. The premium is currently estimated at \$42.00 per unit
 - c. The budget returns the Association to use of a line item budget for the Reserve Account.
 - d. The budget reflects input from committee members as well as members participating in committee discussions by way of Zoom conferencing.
- D. Status of Association's Finances:** Director Miller provided a status update on the association's financial standing.

VII. New Business

- A. Architectural Control Applications.**
- a) **7007 San Felipe: Heighten Patio Brick Wall.** **MOTION** was made by Sam Miller, seconded by Rudy Di Massa to Deny the application, subject to stamped structural engineer report (provided by homeowner) stating that the wall and its footings are structurally sound to sustain the additional height and weight for the proposed new wall improvement. Also subject to homeowner signing agreement to accept responsibility for all future maintenance for the wall. Motion passed unanimously.
 - b) **7007 San Felipe: Proposed New Windows.** **MOTION** was made by Rudy Di Massa, seconded by Sara Lombardo and unanimously approved to approve application to install two new windows.
 - c) **Application approved at office. 6913 Navarro Ct new windows and sliding doors.** **MOTION** was made by Rudy Di Massa, seconded by Norman Hill and unanimously approved to approve and ratify the application previously approved at the office.
- B. Landscape Concerns:** None
- C. Groundskeeping Crew: Gas Card Discussion.** The Board discussed getting a gas card from Costco for the grounds crew to use for refilling gas-powered equipment. **MOTION** was made by Sara Lombardo and seconded by Rudy Di Massa unanimously approved to appoint Sam Miller and Dale Smith to make decision to regarding this matter, once management has presented them with options.

D. Reimbursement request for Sewer Line repair at 6810 Castillo Court. MOTION was made by Sam Miller, seconded by Bill Swars and unanimously approved to deny the reimbursement request.

E. Maintenance Concerns

- a) **Trail repairs for Safety. MOTION** was made by Norman Hill, seconded by Rudy Di Massa and unanimously approved to instruct grounds crew to remove asphalt and replace with crushed rock (road base) at Toluca and Castillo and grind no more than 10 sites on remainder of trail.
- b) **Maintenance Issues Received by Management.** Management presented the Board with a number of addresses in need of maintenance and repair and requested direction regarding the scheduling of work to be performed. The addresses include: 6819 San Dimas, 6520 Crosswoods Circle, 6805 Castillo, 6476 Crosswoods Circle and 6804 San Dimas. The Board discussed these items and took no action.
- c) **6507 Amado Court.** Open siding, no gate. **MOTION** was made by Sam Miller, seconded by Rudy Di Massa and unanimously approved directing management to obtain three bids for the repair of this unit.

VIII. Adjournment. The meeting was adjourned at 7:51 p.m.

Approved:

Date: 10/29/2020

Attest:



Secretary

Unofficial until signed

Prepared by:
James Hofmann, The Management Trust and
Sara Lombardo, Board Secretary