

**MARSTON SHORES HOMEOWNERS  
MEETING MINUTES  
September 21, 2016, 3:00 PM**

BOARD MEMBERS PRESENT: Tom Guetz, Michele Salisbury, Jane Oberg, Vern Bullard and Sherry Benner.

OTHERS: Deb Bullard, Jim Carpenter and ???

CALL TO ORDER: The regular monthly meeting was called to order at 3:11p.m. by President Tom Guetz.

APPROVAL OF MINUTES: The minutes of the August 2016 meeting were reviewed and approved as presented. Salisbury motioned, Benner seconded; vote was unanimous.

**COMMITTEE REPORTS:**

**ARCHITECTURAL REPORT** – Jim Carpenter.

- Phil Sims - #42. Brian has not received any verification of the electrical contractor yet.
- David and Linda Crouse - #17. Brian got approval from the two neighbors about the door. Since it was installed two years ago, no approval is needed. This is documentation only.
- David and Linda Crouse- #17. They are requesting new windows. One neighbor has approved; the other has not responded. Brian has changed the neighbor comment form to give the owners only 15 days, so the owners and the Board don't have to wait for an extended time.
- Janice Ybarrondo - #30 – owner installed a door without getting permission. Brian will contact the owner.

**DECK REPORT** – Vern Bullard reported:

The back deck at #13 was replaced. It was paid for by the owner, since it was modified with a cover over the deck. No other deck work is planned for 2016.

**MAINTENANCE REPORT**

Vern asked if skylights are individual responsibility because they are glass, and the Covenants place the responsibility of glass maintenance on the owners. Vern felt that hiring Hindman/Sanchez for an Insurance and Maintenance Chart document was needed for the Association to have a clear interpretation of what items are the HOs responsibility and what items are the HOAs responsibility and what items need to be in the HOA insurance policy. Brian will contact Hindman/Sanchez and get the price for this document.

The Board reviewed the two bids for the skylights. Oberg motioned to approve the contract for John Phillips. Vern seconded; vote was unanimous.

A gutter needs to be attached to the front drain behind #16. Brian will be meeting with the gutter contractor to get the gutter issues addressed, or get prices for future years if expensive.

The owners at #41 asked about their flat roof. Brian will contact Horn Brothers to get an update on the roof repair they were fixing. They also need to update Brian on the flat roof at #6.

The wind/break wall between #7 and #8 needs to be replaced. Greg Catlin's price is better than John Phillips, so Brian will call Greg to get replaced.

Jane Oberg said the facing piece of trim near the roof is missing at the neighbor's home next door (#27). It was reported at the meeting that there is the same issue at #18, #35, #36 and #37. Brian will contact Horn Brothers for these other units as well, and get them repaired.

The Association does not have additional funds for more painting or cement work this year, so no additional work will be done in 2016.

### **LANDSCAPING REPORT**

Brian got bids from KC Services. The bid to do a safety pruning of all trees to prevent eye injury and raise trees off buildings and roofs, and remove dead branches is \$4,500.00. The cost to skirt all the trees is another \$3,000.00. This is a safety issue, so people cannot hide behind or under trees. The cost to trim bushes off buildings and remove dead is another \$850.00. Brian will meet with KC next week to walk the property and determine what can be addressed for a reasonable rate this fall, focusing on priorities – items of safety that can hurt someone walking, and trees and shrubs that are growing on the buildings.

Snow Removal – KC provided a bid of \$1,500.00, but it is unclear what that amount is for. Brian will clarify KC's bid for snow (per hour, per trip, or per season). He will also contact Jakelich Construction - the company that did the snow removal in the spring. Jane Oberg will get Brian the contact information for Jakelich Construction.

There was a discussion of landscaping and who was responsible for what portion of the common area. Jim Carpenter said there are some areas that were modified without permission by owners. Deb Bullard said she has maps that show what berms are the responsibility of the HOA, and what berms or landscaping is the responsibility if the homeowners.

Jack Mahoney (#24) got a bid from John Phillips to remove some overgrown and damaged shrubs in the landscaping bed between #24 and #25. He would be willing to pay for the work and get reimbursed next year. The Board did not feel comfortable committing future funds for a project this year. Mr. Mahoney said he would be willing to incur the cost without getting reimbursed. Bullard motioned to approve the request as modified, Oberg seconded; vote was unanimous.

The Templeton's (#41) had request the removal of some shrubs and trees. Swingle inspected and said there were some issues this summer, but the shrubs and trees will come back, and did not need to be removed. They also have a tree growing on the chimney that needs to be cut back.

### **DOCUMENT LIST**

Jim Carpenter and Deb Bullard are the Documents Committee – the HOA tries to have at least one of these two at all meetings in case their knowledge of the legal documents is needed. Jim has updated the HOA policies to include wording now that the HOA has a management company. Brian said that these modifications need to be provided to owners that want to review them. Jim and Jeannette Carpenter will get the documents on the web site. Brian will notify the owners that they are available for review and comments.

### **FINANCIAL REPORT**

The Association ended the month with \$39,625.41 in cash. The big uses of funds in August were decks, painting and water use. The Association had a deficit of \$1,993.69 for the month. Brian presented the first draft of a budget for 2017. The Board will review over the next month, and will have more time in October to evaluate the financial needs for 2017.

### **NEW BUSINESS:**

The Board asked Brian to get bids for the insurance – it renews on January 1, 2017. Brian will get bids from other contractors beside the current insurance agent.

### **UNFINISHED BUSINESS:**

Committees – Sherri Benner said there is a welcome committee of herself, Margaret Clarke and Freddie Templeton. They will meet with new owners and make sure they have the current legal documents of the Association. Many of the current conflicts are confusion about not understanding or receiving the right documents before closing.

### **OWNERS' FORUM**

The owners at #45 said the HOA should have gotten permits when decks were repaired. The Board said the repairs did not mandate permits. The railings have to be brought up to code when they are replaced. If they are not replaced, they are grandfathered in, and do not need modifications.

There being no further business for the owners, the meeting was adjourned.

Respectfully submitted,  
Brian Reid, Managing Agent