

**MARSTON SHORES HOMEOWNERS
MEETING MINUTES
November 16, 2016, 3:00 PM**

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

OTHERS: Deb Bullard, C.P. Estes, Sandy Phillips, Joann Collins, Tina Garcia, Richard Hagman and Mike and Barb Sims.

CALL TO ORDER: The regular monthly meeting was called to order at 3:04 p.m. by President Tom Guetz.

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

COMMITTEE REPORTS:

ARCHITECTURAL REPORT – Jim Carpenter.

- Estes - #4 – final approval has not been provided. The owner has not signed the Restrictive Covenant Endorsement to date. At the meeting, she stated the attorney had some issues. They will provide the concerns to Brian shortly.

Jim Carpenter was concerned about the timing of the request for Ms. Estes deck upgrade. He was headed out of town, and did not get the request until after he had left. The other ACC members were not provided the ACC request until after the meeting. The Board was provided the request several days before the meeting, but there were questions that surfaced, and some of the Board members did not have all their questions answered coming into the meeting in October. Brian was unaware who all members of the ACC were. Once they were identified, they were provided copies.

Jim Carpenter suggested that the Association require that any request be provided by the owner at least 14 days in advance to the Board. Brian will then forward that request to all members of the ACC within three days, so the ACC will have ten days to review and draft a recommendation to the Board for the upcoming meeting. It will be noted in the next newsletter the timing of the requests, and owners will be notified that any request not provided to the ACC at least ten days in advance may not be considered at the next meeting.

Jim asked if the ACC would be involved in landscaping requests as well. The Board felt the ACC should have input on any modification, alteration, addition, change, improvement, grading, or building that affects the look of the buildings or the landscaping in the community. Vern Bullard agreed to join the ACC, so there was a member of the Board that was involved with the committee. Michele Salisbury will contact Margaret Clarke to see if she is interested in joining the committee to comment on landscaping requests, since she is a Master Gardener.

C.P. Estes' request will be tabled until all proper documentation is provided.

DECK REPORT – Vern Bullard had no report.

MAINTENANCE REPORT

Gutters – The gutter company is having trouble finding employees to do the job, so Brian may

need to find a new contractor. Greg Catlin was recently in the hospital, and is unable to do any work for the Association until further notice. Brian and Horn Brothers roofing met with the owners at #41 and #32 to review the two roof leaks. The flat roof on the garage may need to be replaced at #41. Jane Oberg suggested Brian contact Western Roofing, as they have done flat roof replacements in the community in the past.

John Phillips wants to come back and finish the gutters cleaning. The Board approved the contract with the following conditions: (1) the total price tag is \$1,200.00; he has the work completed by December 1, 2016. All of the roofs and gutters are addressed. Bullard motioned, Oberg seconded; vote was unanimous.

Painting - there are still some painting issues that did not get addressed because Mr. Phillips left town. The Board approved Maker Enterprises to do the work if the weather allows at the rate of \$30.00 per hour.

Pat White provided a copy of a letter stating it was from the Board of Directors stating that the Association would provide non-skid paint on the ramp any time Pat would request it. The Board did not see any signatures and did not think Ms. White should have the ability to determine when/if the ramp should be painted.

LANDSCAPING REPORT

Brian walked with KC from KC Services and Jane Oberg, Michele Salisbury and Sherry Benner. Almost everything identified is included in the contract if the Association signs an additional three-year contract. Brian provided the additions that Hindman/Sanchez wanted in the contract. He was hoping to have the contract back to Brian by today, but Brian has not gotten anything from KC.

Vern Bullard reminded Brian that a letter needs to be sent to Pat White. She planted some dogwoods in the common area without permission. She needs to either have them removed, or send a letter stating she is donating the plants to the Homeowners' Association.

FINANCIAL REPORT

There is an error on the balance sheet that needs to be adjusted. Brian will address this month.

Brian provided updated financial statements, since the water bills had not been previously removed. The old checking account will be closed in December.

The Association ended the month with \$47,332.14 in cash. Association will start adding funds to the bank account, now that the deck work is finished for the year. Reviewing the Budget Performance, the HOA is over budget on snow and water expenses, and under budget on insurance, property management, concrete, and professional fees. Removing the reserve expenditures, the Association is about \$6,000.00 over budget on operating expenses for 2016. Oberg motioned to approve the financial statements as modified; Salisbury seconded; vote was unanimous.

The board reviewed the budget for 2017. Vern Bullard said the painting is coming up, and they will need to paint all of the homes, which will cost almost \$100,000.00 for paint and labor. Tom Guetz motioned to increase the dues \$10.00 a month to start funding the reserve for

painting. Michele Salisbury seconded. During the discussion, Vern pointed out that the \$10.00 increase only funded \$5,520.00 of the necessary funds for the painting. There was concern expressed to have this minimal increase, and then still need to have a special assessment. Brian Reid suggested tabling the increase at this time, and going to the Annual Meeting in April with several options for funding the painting, and letting owners decide how to fund. The Board agreed, and Tom withdrew his motion.

The Board moved \$5,000.00 from decks to professional fees, since the Association is asking the attorney to review all the legal documents and make sure they are all in agreement with the insurance and responsibility chart. The Board moved \$60.00 from Miscellaneous to Website, and the Board authorized Brian to issue a check for \$180.00 to pay for the yearly website expense. Vern said there are four decks scheduled for replacement in 2017. Oberg motioned to approve the budget as modified; Salisbury seconded; vote was unanimous.

NEW BUSINESS:

Restrictive Covenant Endorsement – the HOA is waiting for Estes' attorney to review and make their suggested changes. No action at this time.

Insurance Bids – Brian presented the bids for four companies for insurance renewal. There were five company's bidding. Erin Johnson with CRS Insurance provided a bid from United Fire Group that was about \$3,500.00 less than the rest of the bids. The wind and hail deductible is also lower - \$15,000.00 per building (\$135,000.00 total, rather than \$295,389.00 for those companies having a two percent wind and hail deductible. Salisbury motioned, Oberg seconded to go with the United Fire Group bid. Vote was unanimous.

Maintenance and Insurance Chart – HOA attorney Elina Gilbert sent an email along with the maintenance and insurance chart, noting that The HOA is responsible for roofs and siding at all times, regardless of modifications. Since there are townhomes, there are also sections of the buildings that the owners are responsible for that the HOA Board previously thought were HOA responsibilities. The garage doors were not mentioned. There are still items that are not addressed in this chart, including side garage doors, and sewer lines. The Board will discuss having an additional meeting to review this chart before the next meeting. There was no motion to approve the chart at this time.

OWNERS' FORUM

There Board went into an Executive Session to discuss a deck replacement issue.

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

Respectfully submitted,
Brian Reid, Managing Agent