

**Marston Shores Homeowners Association**  
**Minutes**  
**October 16, 2019**

The regular monthly meeting of the Marston Shores Homeowners' Association was held on October 16, 2019. Board members present were Michele Salisbury, Jean McDonald, Mike Sims, Richard Hagman and Jane Oberg. Brian Reid represented Management & Maintenance, Inc. Homeowners present were Jim and Jeanette Carpenter, David and Linda Crouse, Pat White and Emmy Fisher.

Michelle Salisbury called the meeting to order at 4:11 p.m. and welcomed the owners to the meeting.

The Board reviewed the September 2019 minutes. The minutes were approved as presented. Oberg motioned, McDonald seconded; vote was unanimous.

**COMMITTEE REPORTS**

**Architectural Control Committee** – The Board reviewed a request for a replacement window at #12 that was damaged and needs replacement. The Board approved the request, based on the recommendations of the Architectural Control Committee (ACC), with conditions: 1. All window frame members exposed to the exterior shall be finished in dark bronze, to match existing doors and windows throughout the HOA units; 2. If wood trim is damaged or otherwise in need of replacement, it shall match existing trim in material type, size, rough-sawn texture, and paint color to match existing trim throughout the HOA units; 3. The replacement window shall not protrude from the building when opened. Hagman motioned, McDonald seconded; vote was unanimous.

There is one opening on the ACC due to Vern's resignation. Normally a Board member is also a member of the ACC. Mike Sims volunteered to replace Vern on the ACC.

There was a request from #17 that was rejected, based on the recommendation of the ACC. The homeowner was sent a letter denying the request. The owner expressed a desire to appeal the Board's ruling, so the process of Article VIII, Section 3 of the Bylaws will take place. The owner of #17 will submit an appeal of the decision and the Board will respond, and then a meeting of the Board and the owner will be arranged.

Two other changes that have taken place were also written, but they have not responded to the letters yet.

**Decks** – The Board and Vern Bullard have worked to develop a list of decks that are most in need of attention or replacement. TNT Construction will evaluate side decks and front porches that are a concern to the Board and determine the cost to make repairs, and how urgent the repairs are needed. This will help with the budget process for 2019. Richard Hagman agreed to be the Board coordinator for work on decks.

**Maintenance Issues** – The signs are up in the cul-de-sac and look good. People are obeying the signs and the parking congestion and illegal parking have not recently been issues.

The Board asked Brian to get a bid from Garvins to do a cleaning for owners if they want to clean out their sewer line as a preventative measure for a backup. Brian will call Garvins.

The cement bids were reviewed by Brian and Michelle Salisbury and Mike Sims and the worst issues were sent to TNT Construction asking for a final bid.

Brian is getting bids to get the gutters cleaned.

**Grounds Issues** – Tree trimming is completed – there were many compliments on the work that was done.

Brian sent KC a large list of work that is outstanding. Michelle wrote KC about dead shrubs that are under warranty on the side of #13 that need replacement in the spring of 2020. There is additional work that the Landscape Committee wants done that the Board will pay KC Services for, once the work that is part of the contract work and the warranty work is completed.

**Nominating Committee** – The Nominating Committee consists of Jean McDonald, Margaret Clarke and Joann Collins. The Board liked the procedure that was set up last year by the Nominating Committee, but the Board did not approve it to make it a policy. The procedure will be sent to the owners to give them an option for comments, and the Board will vote on the procedure at the next meeting.

### **FINANCIAL STATEMENTS**

The Association ended September 2019 with \$102,812.74 in cash. The Association ended September 2019 with an operating surplus of \$13,601.96 in the operating funds. Currently, the Association is \$14,568.60 under budget. Oberg motioned to approve the financial statements, McDonald seconded; vote was unanimous.

The first draft of the budget was reviewed. The Board can finalize the budget for 2020 at the November meeting. The Board is hoping to keep the dues the same this year, while increasing the budget for underground utilities, tree maintenance (landscaping) and concrete work. The information from TNT Construction about the decks will help determine where funds should be allocated. The Board will review the budget during the month and come back with comments in November 2019.

### **OWNERS' FORUM**

Pat White got a letter about some changes to the common area that were done but not requested or approved by the Board. She will have the modifications removed.

Pat is looking at sign options for the Association. She suggested getting one in the shape of an eagle.

Pat suggested owners have small “meet and greet” events at their houses with three or four neighbors, so owners can get to know each other better.

There being no further business, the meeting was adjourned at 5:37 p.m.

Respectfully submitted,  
Brian Reid, Managing Agent