

# Meeting Minutes

## PA20 Landscape Maintenance Association, Inc.

**Date:** July 8, 2010

**Location:** Dewey's American Grill

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### Purpose of Meeting

To discuss ongoing occurrences of the association including accounting updates, website management, SB100 compliance, property maintenance, and any additional pending issues requiring resolution.

### Names of Attendees

Present: Jim Bowlus (President)  
Jim Fraser (VP-Property Maintenance)  
Brice Bradley (Secretary-Homeowner Relations)  
Joe Bear  
Diana Coon (Accountant)

Absent: Dean Stanberry (Treasurer)

### Partners/Guests

Jeff Wasden

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### 1. Open 6:20 pm

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### 2. Reading of Minutes

Notes: Jim Fraser motioned to approve the May 20, 2010 minutes as read; Joe seconded. Motion Carries.

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### 3. Accountant Report and General Discussion Items

Notes: Diana presented a general accounting update and fielded questions from the board; general discussion items then followed.

Discussion Points:

1. Diana - Accounting update:
  - Webhost renewal date is August 12, 2010. The board discussed two hosting options and determined the HostWorks best fit PA20's needs.
  - Total outstanding unpaid assessments: \$10,610.62.
  - Liens: PA20 lien fee is \$40.
2. Monica Wasden - HRCA District 80 update:
  - Jeff Wasden was in attendance representing Monica.

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- The board was curious if PA20's website had a link on HRCA's website. The board recently determined that accessibility via the HRCA website would make it easier for banks, etc. to locate the sub-association. Jeff will discuss with Monica.
- 3. Jim Bowlus – HindmanSanchez (legal counsel) update:
  - Filled out policy forms with Dean; still need to be submitted to HindmanSanchez.
- 4. Joe Bear – Directors and Officers Insurance
  - Discussed an interest in reviewing the current policy as a means to better understand the board's coverage and determine if we can lower the premium.
- 5. Jim Fraser – Maintenance update:
  - Water usage is higher than this time last year; possibilities include a reduced water need last year due to higher natural precipitation. Jim suggested having a conversation with Leadbetter Landscaping to discuss possible ways to reduce water consumption without compromising the integrity of the turf.
  - Jim Fraser requested the board further research the pros and cons of using Trex over standard Cedar when the time comes to replace the fence. Cost, available funding and bylaw limitations are the primary reasons for readdressing the issue. Jim recommended inviting a fencing consultant to attend an upcoming meeting to provide an overview of fencing options.
  - Leadbetter continues to provide quality maintenance.

## Decision(s):

- Diana will send PA20 financials to the board via e-mail 2-3 days prior to each meeting for review.
- Jim Bowlus will talk to Dean about HostWorks overall terms and conditions for hosting PA20's website.
- Jeff Wasden will confirm with Monica that the PA20.org website has been added to the HRCA sub-association links page.
- Jim Fraser will talk to Leadbetter Landscaping about 2010 water consumption tied to irrigation.
- Jim Bowlus will contact HindmanSanchez to inquire about:
  1. Who on the board can contact HindmanSanchez under the current retainer?
  2. Will HindmanSanchez issue lien letters for PA20 under current retainer?
  3. How HindmanSanchez can assist with foreclosures.
  4. Is the retainer fee billed in rears or in advance?
- Jim Bowlus will submit first draft of updated policy forms to the board once available.
- Jim Bowlus motioned to approve Diana's report; Joe seconded. Motion Carries.
- Jim Fraser motioned that the board review the current Directors and Officers insurance policy. Jim Bowlus Seconded. Motion Carries.
- Diana will send Joe current Directors and Officers insurance provider's information for review.
- Diana will confirm amount owed and collected from pending restitution case.
- Brice will contact Split Rail Fence Company to see if they can attend an upcoming meeting to provide an informational fencing presentation.
- Jim Bowlus motioned to pay Larry Baldwin for 2010 fence repairs upon completion. Joe Seconded. Motion Carries.
- The next meeting will be at Dewey's American Grill on Thursday, August 26, 2010.

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4. **Close** 7:38pm – Jim Bowlus motioned to close. Joe Seconded. Motion Carries.

# Meeting Minutes

**Minutes prepared by:** Brice Bradley

**Minutes Approved:** Jim Fraser motioned to approve the July 8, 2010 minutes as read at the August 26, 2010 meeting; Jim Bowlus seconded. Motion Carries.