

Arbor Terrace Homeowners Association
May 17, 2023 - Board Meeting Minutes

- Call Meeting to Order - 3:04 PM
- Verify Quorum - three members – Amy Boyle, Katie Kearns, Jeff Pfeiffer; David Baehler arrived tardy.
- Officer's Reports
 - President / Treasurer
 - Financial Reporting:
 - Balances are of April Financials
 - Operating Account Balance: In good standing
 - Reserve Accounts: All in good standing
 - Amount in arrears as of April Financials: dropped from last meeting.
 - SA Opt. C remaining participants: C21 manages.
 - Reserve Study 2023/34 – no changes from 2022/2023 forecasting. Finalized and will be posted to website.
 - Director's Report – Directors at large - Nothing added by directors.
- Committee Reports
 - ARC:
 - ARC Forms
 - Board will not review without signatures from neighboring owners, not renters, who may be affected. ARC must be completed in its entirety prior to submitting to the board.
 - Roofing material review
 - Samples were reviewed - please submit to board.
 - Paint codes – has not begun but is on task list.
 - Compliance:
 - Updates – Board has submitted a large number of compliance violations; however, with them we are seeing behavioral changes.
 - Garbage on Mondays- improvement, but some recurring and fines should be incurring.
 - Recurring issues
 - Exterior maintenance - will be updated and sent to C21 for processing.
 - Garbage and recycling
 - Parking
 - Recreational equipment
 - General litter
 - Landscape:
 - Meeting with vendor occurred to discuss tasks adjustments.
 - Board would like to give current vendor a one-month notice to improve service - if no improvement - board will seek another vendor - proposing three different vendors - smaller “ma & pop shops” rather than large companies and break up the community so it is more serviceable. Communication is not happening to crews from the manager. Will see how notice improves service from the current vendor.
 - Tasks discussed in meeting:
 - a. Service day changed to Thursdays (January 2023)
 - b. Mowing occurs as appropriate, rather than every week, so crews can focus on hand weeding and pruning.
 - i. Century 21 getting calls of complaints from homeowners.
 - c. Warranty planting completed, Board to review as there are still issues.
 - d. Aeration occurred this week, will mow and overseed.

- e. Holland project on hold until service schedule process improves. Likely there will be spot improvements to keep thriving plant material in place.
- Old Business:
 - Board vacancy remains: Reached out to the three individuals who were potentially interested. All no longer interested. Still exists but does not need to fill currently.
- New Business:
 - 2023/2024 FY Budget – Proposals based on review of April 2023 financials and RS 2023/24.
 - Overall: Chateaus, Tamaracks stay the same, Row houses increase \$20 for capital funding purposes as per Reserve study recommendations. Next large project for Rowhouses will be roofing replacement.
 - All Lots – Shared Common Operating Expenses *see budget for complete breakdown.
 - Management Fee – same.
 - Printing/Postage/Mailing – same.
 - Insurance – increase.
 - Professional Services – same.
 - Tax Prep – decrease.
 - Licenses, Permits and Taxes – decrease.
 - Landscape Contract – increase.
 - Landscape Extras – increase.
 - General (Common Area) Maintenance – same.
 - Telecommunications – increase.
 - Water/Sewer – same.
 - Extra Operating Income (utilize to offset dues)
 - Legal Fee Reimbursement – added.
 - Violation Fees – added.
 - Late Fees – added.
 - Operating surplus offset – added.
 - Extra Operating Expenses – Rowhouses
 - Rowhouse maintenance (same)
 - a. Annual gutter cleaning
 - b. Moss treatment – as needed.
 - c. Targeted repairs as needed.
 - Insurance (same)
 - a. Package Policy
 - b. Earthquake
 - Capital Planning - Reserve Contributions (per RS 2023/24)
 - All Lots: \$15/unit (5 year)
 - Row Houses: \$120/unit (incremental increase)
 - Tamarack: \$45/unit (5 year)
 - Budget Summary
 - All Lots – dues remain the same.
 - Tamarack – dues remain the same.
 - Row Houses – increase \$20/mo. based on RS 2023/24 capital funding.
 - Katie Moved to approve budget as proposed - David seconded - Motion passed unanimously.
- Open Forum:
 - Homeowner on Holland Lot 2- stated their paint is bubbling on their garage door and their column that was recently fixed by vendors is splitting.
 - Board will call vendor to address issues.
 - Homeowner noted that June 6th city meeting - to talk about empty lot at the end of Holland - wants to give notice to homeowners - encouraged homeowner to send something to board to share with owners.

- Next Meeting: TBD – September 2023
- Motion to end the meeting: 4:05 by Amy Boyle, Seconded by Katie Kearns