

**Willow Pointe Condominiums**  
Board of Directors Meeting Minutes  
January 21, 2014

**Opening:**

The regular meeting of the Willow Pointe Association Board of Directors was called to order at 6:02 PM on January 21, 2014 in the Willow Pointe Clubhouse by John Southern. A quorum was present.

**Present:**

Board Members: Linda Riley, Jeff Confer, John Southern, Izzy Miller, Kathy Wigley, Raymond Moore, Latasha McCrary, and Frank Reed  
Financial Manager: Richard Elmes  
Property Manager: Steve Tucholski  
Maintenance Engineer: Absent  
Visitors: None

**A. Approval of Minutes**

Minutes from the December 17, 2013 regular meeting were distributed and reviewed in advance of the meeting. The minutes were approved as written with the addition of the attachment of the approved budget.

**B. Reports**

**Presidents Report**

The president reported included charts on WPCA performance and delinquency report analysis that was submitted to the members prior to the meeting.

A board member suggestion to record board meetings was reviewed. Based on past decisions, it was determined that recording was not allowed. The exposure creates liabilities that outweigh the possible gains.

Suggested newsletter topic on adjacent areas with exclusive right to use where the enforcement of the Rules and Regulations are imposed on patio areas.

**Financial Managers Report**

Richard Elmes provided the financial reports via email prior to the meeting. WPCA remaining balance on the pool loan is \$22,000. There is approximately \$12,000 in the assessment account. Richard will check into loan options with IBERIABANK. Richard took an action to provide an updated report on the delinquency collections.

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**Facility Mangers Report**

Steve Tucholski provided the maintenance report via email prior to the meeting. Reports should specify what tasks are complete, tasks in progress with expected completion date, and future proposed tasks with expected start date. Charlie Tolbert is invited to the BOD meeting to answer questions concern his maintenance efforts. If this BOD meeting on the third Tuesday of every month is not a good time, then the Board requests a special meeting to review maintenance task efforts.

A motion was entered to install a new water valve and regulator for the clubhouse (6630) and was approved unanimously.

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6644 is the only other outstanding water regulator needed to be installed.

An action was given to Jeff Confer to provide the process for following the ordnances for the removal of abandoned, non-functional, or expired registration vehicles from Willow Pointe property.

Patios and decking on upper level decks are the HOA responsibility.

Dryer vents provide an opening for squirrels if not kept properly covered. Dryer vents are single unit use items and the responsibility of the homeowner. This has been published in the newsletter. An option for the Facility Manager to assist with repairs has been approved. The Facility Manager needs to issue violation warnings to homeowners with defective dryer vent covers.

There are Mailbox doors not in working order. The mailboxes are single unit use items and the responsibility of the homeowner. The Facility Manager needs to issue violation warnings to homeowners with defective mailbox doors.

#### **D. Old Business**

*Security Committee Report* – Izzy Miller reported that the decreased patrols to 3 days per month at the first of the year have resulted in an increase in suspicious cars and drug activity. A motion by Jeff Confer to amend the budget to increase security patrols from \$300 to \$600 per month to cover additional security patrols. This was seconded by Linda Riley and passed unanimously by all present.

Teaming with Willow Springs was not possible due to liability insurance constraints.

*Nomination Committee* – Izzy, Linda and Frank are this year's nomination committee members.

*Pool house and Clubhouse readiness to open* – Kathy is working the pool leak with Cobalt under the provided warranty. A letter will be mailed registered mail to Cobalt detailing the current issues and expected actions from Cobalt. Evaluate when the electronic locks on the gate and clubhouse will be ready for distribution.

*Delinquent Accounts* topic was postponed to next month.

#### **E. New Business**

*Newsletter Distribution* - The Newsletter is mailed to the homeowners. All tenants receive a copy on their door. Due to safety concerns, the newsletters that have not been picked up by a tenant after two days will be retrieved from the door.

There was a motion by John Southern to provide budget funds to Linda Riley of the amount of \$20 per month to pay for a newsletter distribution helper. The motion was seconded by Izzy Miller. The motion was passed with 6 votes of approval, 0 votes of disapprove, and 1 abstain. (7 members present)

*Resident Parking* – There are 22 parking areas with approximately 200 parking spaces. It was agreed to not re-strip, adjust or change the current parking areas. It was agreed to designate visitor and resident parking spaces. Reserve 120 resident spaces. Any unmarked space can be utilized for resident's second vehicle or visitors.

*Facility Manger reprimand*- The Facility Manager must answer the phone and respond to all emergency calls in a reasonable time. Non-emergency call or message will be provided a response as to when it will be addressed. The Facility Manger must make the BOD aware of any new tasking that can't be done in the agreed specified time. It was agreed not to provide a written reprimand at this time. It is suggested the Facility Manager maintain a phone log.

Raymond Moore took the action to review possible alternate plans to back up the Facility Manager regarding the phone duties.

The foundation of the porch area of 6644 is damaged and getting worse. Steve Tucholski obtained bids to fix the foundation. Jeff Confer motioned to authorize \$8400 fix the foundation on the condition that a second bid was obtained. The motion was seconded by Izzy. The motion was passed unanimously.

**E. Member Discussions –**

None.

**F. Action Item Summary**

- Provide an updated report on the delinquency collections. (Richard Elms)
- Provide the process for following the ordinances for the removal of abandoned, non-functional, or expired registration vehicles from Willow Pointe property. (Jeff Confer)
- A letter will be mailed registered mail to Cobalt detailing the current issues and expected actions from Cobalt. (Kathy Wigley)
- Evaluate when the electronic locks on the gate and clubhouse will be ready for distribution. (Steve Tucholski)
- Review possible alternate plans to back up the Facility Manager regarding the phone duties. (Raymond Moore)
- Obtain (free) legal opinion regarding applicability of ADA to Association if stripes are repainted. (Frank Reed)

**Adjournment:**

The meeting was adjourned at 8:35 PM. The next regular meeting of the Board will convene in the Willow Pointe Clubhouse at 6:00 pm, February 18, 2014.

Minutes Prepared by: Kathy Wigley

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**Willow Pointe Condominiums**  
Board of Directors Special Meeting Minutes  
February 1, 2014

**Opening:**

The special meeting of the Willow Pointe Association Board of Directors was called to order at 10:05 AM on February 1, 2013 in the Willow Pointe Clubhouse by John Southern. A quorum was present until 10:17 AM.

**Present:**

Board Members: Linda Riley, John Southern, Raymond Moore, Kathy Wigley, and Jeff Confer  
Financial Manager: Richard Elmes  
Property Manager: Steve Tucholski  
Maintenance Engineer: Charlie Tolbert  
Visitors: None

**A. Preventative Maintenance Status**

Charlie Tolbert provided a detailed report of the Preventative Maintenance activities he has been working and a list items he suggest the Board to consider.

Charlie has repaired or replaced all but one of the fence enclosures around Unit heat pump equipment and he'll finish that one when weather warms a bit.

Charlie has directed his early work toward getting the clubhouse serviceable – not exactly Preventative Maintenance, but done with full approval and encouragement of the Board.

He has cleaned and made functional the tool room and organized the tools so he and Steve can effectively use them.

The Office is now functional as an office.

The front storage room has been cleared of most materials and will be finished in February. (This is the location selected for the kitchen equipment.)

The baths are restored to functional operation and are nearing completion of the painting and fittings. The floors in the bath and Sauna hall areas have been completed and examined by the board for suitability in the entry hall and meeting room. The Board approved industrial fixtures for paper products. Linda volunteered to pick up big roll tissue fixtures for Charlie to install.

The Pool Pump Room ceiling is installed and Charlie is in process of repairing the walls in the pump room. The ceiling is insulated and the walls will be painted before hanging equipment hangers in the room to complete that project during February.

Work in February and March will concentrate on finishing the clubhouse so the meeting room can be opened to residents. This will include finishing painting the entry hall and meeting room, moving the kitchen equipment and cabinets from the meeting room and painting the floors in the same material and color scheme as demonstrated in the bath room floor areas.

Remaining work in March will be used to remove the North boundary wooden fence which has deteriorated beyond repair. Those boards which can be salvaged will be used to repair the West boundary fence along the entry road.

April will concentrate on painting the unfinished stairwells.

Charlie cautioned that we have some gutters and roof repairs that must be repaired immediately or we will suffer extended damage from rainwater entering the walls. Steve said he already has those scheduled for repair. Discussions concluded we need to make an overall assessment of chimney flashings. Steve already has one contractor estimate from Alabama Roofing to fix the flashing, repair the leak and pull and replace the gutters of 6603. The leak needs fixing immediately. It was agreed to have 6603 fixed now but future maintenance to gutters and roofing will require additional estimates for the Board's considerations.

Key observations and recommendations included:

1. Extensive road work is needed in the complex to include
  - Sinking surface just South and Southeast of the clubhouse
  - Dumpster surfaces inadequate – Charlie will generate an estimate to rebuild to proper strength
  - Potholes need filled and cracks sealed
2. Regular Custodial service is needed to sustain Clubhouse operations
  - Debate concluded that Charlie does not want to provide this nor did the Board members think it a good use of Charlie's skill set
  - Kathy wants to submit a bid for her daughter, experienced in custodial services, to provide this service
3. Fungus is forming on some of our siding and sidewalks. We need to implement a periodic cleaning program to control this fungus.
  - Charlie advised he and Steve could do this. It requires a pressure washer that can spray suitable chemical cleaners the height of our tallest building.
  - Charlie will do a rent vs. buy estimate to present to the Board at our February meeting.
4. A doorway between the meeting room and the kitchen area will be needed once the kitchen is opened.
  - Charlie said he can frame and install the door with about \$125 in materials
  - Discussion of possibly moving the water heater into the Pool Pump room (estimated to cost \$150) concluded we should not move a metallic heater into the chemical rich environment
5. Our lawn service people are not getting all debris off the common element property when they blow the leaves off. This allows fungus to develop. Linda Riley advised she'll talk to the Lawn Service manager about this.

A motion was presented by Jeff Confer to complete the main gathering room and hallway in the clubhouse as currently done in the bathrooms. This motion was seconded by Linda Riley. The motion was passed unanimously by all present.

A motion by Linda Riley to move the Kitchen area currently sitting in the main gathering room to the laundry room for storage until funding is approved to remodel the kitchen into the laundry room. This will allow the main gathering room floor to be totally completed. It was agreed to dispose of the dishwasher and stove. The motion was seconded by Jeff Confer. The motion was passed unanimously by all present.

#### **B. Action Item Summary**

- Charlie will do a rent vs. buy estimate to present to the Board at our February meeting.
- Linda volunteered to pick up big roll tissue fixtures for Charlie to install.

- Linda Riley advised she'll talk to the Lawn Service manager about blowing debris off common element property.

**Adjournment:**

The meeting was adjourned at 11:40AM. The next general meeting will be at 6:00 PM on February 18, 2014 in the Willow Pointe Clubhouse.

Minutes Prepared by: Kathy Wigley

**Willow Pointe Condominiums**  
Board of Directors Meeting Minutes  
February 18, 2014

**Opening:**

The regular meeting of the Willow Pointe Association Board of Directors was called to order at 6:04 PM on February 18, 2014 in the Willow Pointe Clubhouse by John Southern. A quorum was present.

**Present:**

Board Members: Linda Riley, Jeff Confer, John Southern, Izzy Miller, Kathy Wigley, Raymond Moore, Latasha McCrary, and Frank Reed

Financial Manager: Richard Elmes

Property Manager: Steve Tucholski

Maintenance Engineer: Absent

Visitors: None

**A. Approval of Minutes**

Minutes from the January 21, 2014 regular meeting were distributed and reviewed in advance of the meeting. The minutes were approved as written.

Minutes from the February 1, 2014 special meeting were distributed and reviewed in advance of the meeting. The minutes were approved as written.

**B. Reports**

**Presidents Report**

The president reported included charts on WPCA performance and delinquency report analysis that was emailed to the members prior to the meeting. A new format for the budget vs. actual monthly summary was provided and easier to review the current state of the annual budget items.

**Financial Managers Report**

Richard Elmes provided the financial reports via email prior to the meeting. Delinquent account status was reviewed in detail per account. John Southern motioned the Board grants authority to Richard Elmes to sign paperwork for foreclosure/collection procedures. This motion was seconded by Linda Riley. Motion was agreed by all present except for one board member. The motion passed.

**Facility Mangers Report**

Steve Tucholski provided the maintenance report.

- Regulator/valve installations for 6646 and 6630 are in progress
- Roof Repairs for 6646 and 6603 being worked
- Reserved parking painting for 120 spaces estimate was \$3.00/space plus paint. Board requested a new estimate to include paint cost. Suggest Green with Black or White lettering.

**D. Old Business**

*Security Committee Report* – Izzy Miller is working with Steve on security issues. There was an arrest and eviction for 6642B. Drug arrests were made of non-residents using stolen vehicles near 6642C.

*Pool house and Clubhouse readiness to open* – Kathy is working the pool leak with Cobalt under the provided warranty. A letter was mailed via registered mail to Cobalt detailing the current issues and expected actions from Cobalt. Gate keys for clubhouse/fence area are 10% issued. It was agreed to paint the hall as it is currently structured. Hallway painting and floor work must be complete prior to opening the clubhouse to the owners/residents.

*Election Committee* – The nomination packet was reviewed. Change the requirement to use a “valid picture ID” was sufficient. Kathy Wigley took an action to provide Proxy wording updates.

#### **E. New Business**

*Resident Parking* – Frank Reed reviewed ADA guidelines. “Repainting” the current stripping is acceptable and is not impacted by new ADA guidelines. If the spaces are re-structured or modified, then the ADA guidelines must be utilized in the new designs/modifications.

*Facility Manger reprimand*- The Facility Manager must answer the phone and respond to all emergency calls in a reasonable time. Non-emergency call or message will be provided a response as to when it will be addressed. The Facility Manger must make the BOD aware of any new tasking that can’t be done in the agreed specified time. It was agreed not to provide a written reprimand at this time. It is suggested the Facility Manager maintain a phone log.

*Backup Phone Service* – Raymond is getting quotes.

Tow policy was tabled until next month.

#### **E. Member Discussions –**

A letter from Ms. Crutcher stated she had verbally requested a ceiling repair in 2007 that was never completed. In order to better track owner request, the Facility Manger shall provide a request form that requires the owner to detail the issue and sign the signature block. The form can be provided to the Facility Manager or mailed to WPCA. The form shall allow entry of resolution information. Once the request is completed, a copy of the final request form shall be mailed to the requesting owner.

#### **F. Action Item Summary**

- Provide Proxy wording for nomination agenda (Kathy Wigley)

#### **Adjournment:**

The meeting was adjourned at 8:01 PM. The next regular meeting of the Board will convene in the Willow Pointe Clubhouse at 6:00 pm, March 18, 2014.

Minutes Prepared by: Kathy Wigley

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**Willow Pointe Condominiums**  
Board of Directors Meeting Minutes  
March 18, 2014

**Opening:**

The regular meeting of the Willow Pointe Association Board of Directors was called to order at 6:08 PM on March 18, 2014 in the Willow Pointe Clubhouse by John Southern. A quorum was present.

**Present:**

Board Members: Linda Riley, Jeff Confer, John Southern, Izzy Miller, Kathy Wigley, and Raymond Moore  
Financial Manager: Richard Elmes  
Property Manager: Absent  
Maintenance Engineer: Absent  
Visitors: None

**A. Approval of Minutes**

Minutes from the February 18, 2014 regular meeting were distributed and reviewed in advance of the meeting. The minutes were approved as written.

**B. Reports**

**Presidents Report**

The presidents report included charts on WPCA delinquency analysis that was emailed to the members prior to the meeting. Some progress was noted on the delinquency report.

**Financial Managers Report**

Richard Elmes provided the financial reports via email prior to the meeting. Cash reserves are strong. Due to several members paying January's monthly assessment for the year, there is a slight influx in the income for January. Reviewed details of progress and actions taken on delinquent accounts. Richard requested the Board approval to close and move accounts from Regions to Iberia. Treasurer, Linda Riley, approved the actions with board member support.

**Facility Mangers Report**

Steve Tucholski was absent.

- Regulator/valve installations for 6646 and 6630 are in progress
- Roof Repairs for 6646 and 6603 are done
- Board needs a new estimate to include paint cost for parking re-strip
- ~~The clubhouse meeting room floor is complete~~
- It was decided to purchase a Pressure Washer based on cost analysis compared to rentals

**D. Old Business**

*Security Committee Report* – Izzy Miller noted that it has been quiet in the community except for the mailbox vandalism. Izzy will obtain quotes for security cameras to provide to the Board pending available funding.

*Pool house and Clubhouse readiness to open* – Kathy Wigley is working the pool leak with Cobalt under the provided warranty. David Frances stated that he will have the pool leak repaired in the next two weeks. A memo of understanding needs to be provided Cobalt with a deadline of April 15 to resolve the leak problem. The Clubhouse meeting room floor is complete. Other Clubhouse tasks are in work such as the hall floor and hall painting. The bid for basic cleaning maintenance was reviewed. Kathy will contact the contractor to request a first cleaning bid with review of the current Clubhouse state.

*Election Committee* – The final nomination packet was reviewed. It is ready for mailing. A financial summary report must be provided to the homeowners at the annual meeting. Progress on collections will be included in the progress reports presented by the President at the annual meeting.

*Clutter Findings* – Jeff proposed a motion to amend the Clutter policy. In the case of Clutter that present a Safety or health risk, the homeowner must comply within 10 days of the Clutter Notice. The motion was seconded by Linda Riley. The motion passed by all present.

#### **E. New Business**

*Service Animal Request* – A homeowner requested exception to the pet rule of animals 35 pounds or less based on disability. This discussion was tabled until May.

*Resident Parking* – Tabled.

*Backup Phone Service* – Raymond reported that the approximate cost for phone service back up would be \$50 to \$100 per month. The rate depends on the provided guidelines provided by WPCA to address callers. Raymond will have a service provider brief the Board at a board meeting in May or later.

*Special Meeting* – John Southern requested the Board to support a special meeting to review current management practices. With the delays in the water valve regulator installation and mailbox repairs, he requested the Board review possible improvements in the management process and policies. It was agreed to meet on Saturday, April 5 from 9:00 AM to 11:00 AM at the WP Clubhouse.

#### **E. Member Discussions –**

None

#### **F. Action Item Summary**

- 2013 Financial summary report to members at the Annual Meeting (Richard Elmes)
- 2014 Budget Summary Report to member at the Annual Meeting John Southern)
- Request a first cleaning bid with review of the current Clubhouse state (Kathy Wigley)

#### **Adjournment:**

The meeting was adjourned at 7:59 PM. The next regular meeting of the Board will convene in the Willow Pointe Clubhouse at 6:00 pm, April 15, 2014. The April 15<sup>th</sup> meeting will be followed by the Annual Homeowners Meeting starting at 7:00PM. There will be a special meeting on April 5, 2014 at 9:00 to discuss Management policy and procedures.

Minutes Prepared by: Kathy Wigley

**Willow Pointe Condominiums Association**  
Board of Directors Special Meeting Minutes  
April 5, 2014

The special meeting of the Willow Pointe Association Board of Directors was called to order at 9:20 AM on April 5, 2014 in the Willow Pointe Clubhouse by John Southern. A quorum was present.

**Attendees:**

Board Members: Linda Riley, John Southern, Raymond Moore, Frank Reed, and Jeff Confer

Financial Manager: Richard Elmes

Property Manager: Steve Tucholski

1. **Purpose:** This Special Meeting of the Board was called by the President to conduct a Management Review of our process for handling important maintenance actions to determine what went wrong in handling events such as our Water/Valve/Regulator Program and restoring our mail box to operation from vandalism – and what we can do to avoid repeating our mistakes in the future.
2. **Discussion:** The Board reviewed the timelines experienced with the 2 examples considered, reviewed the concerns and explanations offered by the President and the Facility Manager, and determined the conclusions and Course of Action below.
3. **Conclusions and Course of Action determined:**
  - a. A single Point of Contact should be designated to manage the Facility Manager Contract, with full authority to manage that contract including decision authority to terminate the Contract as specified in the Contract. A Motion was made by Linda Riley to designate the President as that Point of Contact, Seconded by Jeff Confer. The motion carried by unanimous vote. The full Board, sans the President, will act to resolve conflicts as necessary between the Facility Manager and the designated Point of Contact. All parties must respect the Independent Contractor relationship of the Facility Manager to allow contract performance within the guidelines provided by the Board.
  - b. The Facility Manager and the President will flag any maintenance actions that require “Emergency” or “Crisis” Management for special tracking and immediately inform the Full Board of Directors of those actions and planned Course of Action. Should any of these flagged actions incur delays exceeding two (2) days they will be reported to the Board of Directors with corrective measures identified or requested.
  - c. Major maintenance or upgrade projects require prior approval of the Board of Directors and will be implemented with target dates for completion – upon completion a completion report will be provided the Board of Directors. Changes to the approved schedule requires coordination with the Facility Manager designated Point of Contact (the President).
  - d. The Facility Manager will provide monthly reports of progress and activities experienced during the month to the Board at the monthly Board meetings. Advance copies of those reports will be provided in writing to the Board no later than the weekend preceding the Board meetings. The Facility Manager is encouraged to present recommendations for procurement and or planning during the business segment of the Board of Directors Meeting. Such recommendations may be made to the designated Point of Contact at any time.
  - e. The Facility Manager will provide a phone call tracking list in advance each month that covers Date and time of Phone call, who called and condo apartment number (6616C), issue or question, and how the issue or question was resolved to also include date and time.

- f. The Facility Manager is encouraged to call for help of Board Members who have volunteered to help in order to avoid having to reschedule activities as planned. Frank Reed, Jeff Confer and Linda Riley have specifically volunteered to handle the phone calls when needed and to attend appointments as necessary. The Facility Manager and Financial Managers will prepare a list of preferred vendors volunteers can use when answering the phone in the Facility Manager's absence.
- g. The Facility Manager will follow-up on actions he has agreed to accept and notify the designated Point of Contact if those agreements cannot be delivered as promised or if schedules must be changed. No deceptive reports shall be delivered.
- h. The Facility Manager is a full member of the WPA Management Team and will be afforded the full respect, acknowledgements and courtesies that position commands.

#### **4. Other Business**

- a. Linda Riley moved to declare the office of Mike Davis to be vacant without prejudice for missing five (5) consecutive regular meetings of the Board of Directors as authorized in the Bylaws. The Motion was seconded by Frank Reed carried by unanimous vote. The decisions will be ratified at the April 15 Regular Meeting of the Board of Directors.
- b. The Board will pursue an option to change our Business Model to a contracted full Property Manager alternative as opposed to the Facility Management with limited function we currently are using. Kathy has explored an option to do this and will inform the Board of her findings to date. The Board will entertain a hearing from Independent Realty of this alternative at the May 20 Board of Directors Meeting.

#### **5. Action Item Summary**

- a. Richard and Steve will prepare a list of preferred vendors to serve as a reference for volunteers answering the phone in Steve's absence.
- b. John Southern will prepare a letter advising Mr. Davis of the decision to vacate his position on the Board for non-participation.
- c. Frank Reed will prepare a list of concerns with the current Facility Manager Contract and Position Description for discussion at the May 20 Board of Directors meeting.

**6. Adjournment:** The meeting was adjourned at 11:15AM. The next regular meeting of the Board of Directors will be at 6:00 PM on April 15, 2014 in the Willow Pointe Clubhouse.

Minutes Prepared by: John Southern

**Willow Pointe Condominiums**  
Homeowners Meeting Minutes  
April 15, 2014

**Opening:**

The Annual Homeowners meeting of the Willow Pointe Association Board of Directors was called to order at 7:00 PM on April 15, 2014 in the Willow Pointe Clubhouse by John Southern. A quorum was present.

**Present:**

Board Members: Linda Riley, Jeff Confer, John Southern, Izzy Miller, Kathy Wigley, Frank Reed, Latasha McCrary, and Raymond Moore

Financial Manager: Richard Elmes

Property Manager: Steve Tucholski

Maintenance Engineer: Absent

Visitors: WPCA homeowners

**A. Reports**

*Financial Managers Report*

Richard Elmes provided the financial reports to the homeowners present. Richard reviewed the reports with the group. Question from homeowners were addressed. All cost to collect delinquent accounts is assigned to the debtor. It is expected to have a 10% increase in monthly assessment for 2015 and 2016 to balance the budget.

*Presidents Report*

The president's report included the Accomplishments for 2013 and Goals for 2014.

2013 Accomplishments

- Tougher Collections Policy and enforcement
- Upgraded water system
- Resolved Safety deficiencies
  - Stairwells
  - Pool
  - drainage areas
- Enhanced Security measures
  - vandalized security lights
  - HSV Police Patrols
  - Parking decal and ID program
  - Improved lighting
- Elevated Drug Deterrence Measures
  - Cleared 2 budding meth labs
  - Multiple drug arrests
- Toughened clutter Enforcement
- funded Preventative Maintenance Program
- Defined 3 year budget Plan

**Adjournment:**

The meeting was adjourned at 7:53 PM. The next Homeowners meeting will convene in the Willow Pointe Clubhouse at 7:00 pm, April 21, 2015.

Minutes Prepared by: Kathy Wigley

1 Attachment: Memo for Record regarding Pre-meeting report and Recess

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**Willow Pointe Condominiums**  
Board of Directors Meeting Minutes  
May 20, 2014

**Opening:**

The regular meeting of the Willow Pointe Association Board of Directors was called to order at 6:01 PM on May 20, 2014 in the Willow Pointe Clubhouse by John Southern. A quorum was present.

**Present:**

Board Members: Linda Riley, Jeff Confer, John Southern, Izzy Miller, Kathy Wigley, Frank Reed, and Raymond Moore

Financial Manager: Richard Elmes

Property Manager: Steve Tucholski

Maintenance Engineer: Absent

Visitors: Jasmine Critt

**A. Approval of Minutes**

Minutes from the April 15, 2014 regular meeting and April 15, 2014 Annual Homeowners meeting were distributed and reviewed in advance of the meeting. The both minutes were approved as written.

**B. Email Actions**

Approval of the Rules and Regulations Enforcement Policy: The Policies and Procedures for Rules and Regulations Violation with associated template forms were approved by the BOD on May 3, 2014 via email and ratified at today's meeting.

Motion to elect Aaron Wigley as a BOD member failed with 3 yes, 1 no, and 3 abstain with a quorum of 7 requiring 4 yes votes. There remains 2 open positions on the BOD.

**C. BOD Elections**

Elections of 2014 officers for the BOD

President: Nominations were Kathy Wigley with 2 votes and John Southern with 4 votes.

Vice President: Nominations were Frank Reed with 2 votes and Izzy Miller with 3 votes.

Secretary: Nominations was Kathy Wigley

Treasurer: Nominations was Linda Riley

The 2014 BOD presiding officers are:

~~President John Southern~~

Vice President Izzy Miller

Secretary Kathy Wigley

Treasurer Linda Riley

**D. Reports**

**Presidents Report**

The president's report included charts on WPCA delinquency update. We need 18 units or less for FHA certification. We currently have 29 units delinquent from last month's 30. One unit has moved to current status. There are 2 other units moved to current status just after the close of this month's report.

Budget performance is currently approximately \$10,000 over budget. Managers Reserve is approximately \$3,000. This has been due to Utility increases, Water valve/Regulator installs that were on last years' budget, Roof repairs that were not reflected in this year's budget, and pool maintenance for supply's and higher off season costs.

Jeff Confer made the motion to push the water valve/regulator replacement for the clubhouse to next year. The motion was seconded by Linda Riley. The motion passed with unanimous vote. Note for budget planning for next year to include cost for the search for the clubhouse water valve.

### **Financial Managers Report**

Richard Elmes provided the financial reports via email prior to the meeting. WP Attorney has the direction to press forward with foreclosure for all collection over 6 month delinquent. There are actions pending on all delinquent accounts.

Last month expenses included the pool pump motor repair for approx \$600 and \$150 for the chlorinator pipe repair.

### **Facility Mangers Report**

Steve Tucholski provided status on the Facility activities.

- Steve requested direction of the slab repair proposals. After discussion, John Southern motioned to accept the lower bid. The motion was seconded by Linda Riley. The motion passed 5 yes and 2 abstain.
- There has been no significant drop in the pool water level until May 19<sup>th</sup> when it dropped 1 inch in 24 hours. Do the bucket test and call American Leak Detection Service if there is continued water loss for 30 day warranty.
- Working with Cobalt to fill hole in patio by back ladder. If not completed by the time to open the pool, use gravel and a mat to cover it.
- Updated Mr. Wright regarding the status of the smell near his unit.
- Tennis court gate is chained due to broken asphalt and accidents. Defer this discussion until next month's meeting.
- Use a box or small cabinet to cover the water outlets in the meeting room until next year when the water is turned off at the clubhouse at which time they can be capped.
- Clutter findings are in work.
- Security- There were two arrests on the property. One was for loitering and the other one was for eluding an officer.
- A box will be located at the mail boxes for form distribution. Steve will check both the distribution and return boxes daily.

### **D. Old Business**

*Pool house and Clubhouse readiness to open* – The Pool is ready to open. Suggestion to the board to look at other options to getting the clubhouse hallway painted. This is not a good utilization of Charlie's preventive maintenance time. The clubhouse can be opened Friday May 23. The hallway painting can be completed at a later date.

#### *Key Cards -*

- Steve needs to Activate and release all key cards except those assigned to Homeowners whose accounts are not in good standing (unpaid fees) so residents and Homeowners can access the Pool and clubhouse on the 23<sup>rd</sup>.
  - Steve should have the unissued cards available at the clubhouse on May 23<sup>rd</sup> and be available to issue those cards when asked by the resident or Homeowner.
  - Keys which should not be activated are shown in the table below. Applicants from the Units in this list should be advised that their Unit is ineligible to use the Pool and Clubhouse facilities. If asked, Steve should advise them to contact their Homeowner or the Homeowner's agent.

6622H	Moebes	Robert
6644B	Peters	Sheryl
6644D	McCrary	Latasha
6611A	Nichols	Jimmy
6644A	Dombrowski	Mike
6640F	Myers	Betty
6601A	Collier	Candace Marie
6634A	Shelton	Lachanda
6640E	Shelton	Lachanda
6612D	Drake	Dewayne
6603A	Norton	Ericka
6642B	Erskine	Sharon D.
6640G	Fitchard	Jonathan R.
6642C	Throop	Glenn
6622C	Throop	Glenn

- Steve will provide the Board a list of those cards activated which have not fulfilled all requirements for use of the Pool and Clubhouse
- The Board will notify the Homeowner of the requirements missing and provide them a grace period of 30 days before the pertinent key card is inactivated.
- Steve will establish a file of records to contain all applications and pertinent actions pending and completed.

*Back Up Phone Service – Deferred until June*

*Signs for illegal parking – Jeff Confer is unable to finalize the policy. John Southern took the action to write the policy and procedure. Frank Reed has approval to move forward with the acquisition of the 2 signs.*

#### **E. New Business**

There is a report of a tractor trailer rig parking in the facility. This has not been approved by the BOD. The designated parking for over sized vehicles would need to be approved by the BOD and stored in the gated area in the rear of the facility.

The clubhouse needs to be cleaned prior to opening. Kathy Wigley takes the action to call Nichole Hargrove Janitorial Service to make an appointment. It was agreed to clean the Clubhouse once a month. When the Clubhouse is rented for a party, the service would be utilized to clean up after the party. It was agreed to write an annual contract with Nichole Hargrove Janitorial Service. Kathy Wigley takes the action to complete the contract.

#### **F. Member Discussions –**

Jasmine Critt is a tenant in 6634. She was looking for new resident information. John Southern took the action to email her a welcome packet with WPCA policies. Her email is JCritt09@gmail.com

#### **G. Action Item Summary**

- Action for Steve to schedule the slab repair.
- Action for Steve to verify a leak in the pool.
- Action for Steve to complete the Key Card distribution.

- Action to John Southern to finalize the tow policy.
- Action to Frank Reed acquire appropriate towing signs for WP.
- Action for Kathy Wigley to make an appointment with Nichole Hargrove Janitorial Service for the Clubhouse.
- Action for Kathy Wigley to compete an annual contract for cleaning services with Nichole Hargrove Janitorial Service.
- Action for John Southern to email Jasmine Critt a welcome package of WPCA information

**Adjournment:**

The meeting was adjourned at 8:14 PM. The next regular meeting of the Board will convene in the Willow Pointe Clubhouse at 6:00 pm, June 17, 2014.

Minutes Prepared by: Kathy Wigley

**Willow Pointe Condominiums**  
Board of Directors Meeting Minutes  
June 17, 2014

**Opening:**

The regular meeting of the Willow Pointe Association Board of Directors was called to order at 6:00 PM on June 17, 2014 in the Willow Pointe Clubhouse by John Southern. A quorum was present.

**Present:**

Board Members: Linda Riley, Jeff Confer, John Southern, Izzy Miller, Kathy Wigley, Frank Reed, and Raymond Moore

Financial Manager: Richard Elmes

Property Manager: Steve Tucholski

Maintenance Engineer: Absent

Visitors: Robert Taylor of Independence Realty and Brandon of Tow Pro

**A. Approval of Minutes**

Minutes from the May 20, 2014 regular meeting were distributed and reviewed in advance of the meeting. The minutes were approved as written.

**B. Email Actions**

None

**C. Reports**

**Presidents Report**

The president's report included charts on WPCA delinquency update. Review indicates that the delinquency rate is improving.

**Financial Managers Report**

Richard Elmes provided the financial reports via email prior to the meeting. WP Attorney has the direction to press forward with foreclosure for all collection over 6 month delinquent. There are actions pending on all delinquent accounts. There will be a meeting with the attorney to review collection progress later this month.

**Facility Mangers Report**

Steve Tucholski provided status on the Facility activities.

- 6601 issue from Mr. Wright regarding the smell near his unit is closed.
- Branches from the storm. Linda took an action to request support from the Lawn Service and fee for pick up.
- Clutter: Couch left needs to be hauled away.
- Trim back limbs over roof area and gutter need cleaning and caps installed – scheduled to be completed in 2 weeks. Request service for remaining building at the rate of \$30-\$50 per building.
- Parking decal distribution going well.
- Key card distribution going well.
- Problem with pool gate being propped open. Richard took the action to find the cost of an optional alarm from the key card system provider.
- Waiting on Blue Diamond Pools for pool signs. Frank took the action to print the WP Pool Rules on an exterior sign. Steve will acquire standard pool signs from Blue Diamond.
- It was noted that the Pool is not being secured nightly.
- In order to secure the clubhouse area, dead bolt locks need to be installed on the internal bathroom doors. Frank took the action to review cost and installation options.
- Steve will provide Master Keys to the clubhouse to Linda, Richard and Charlie.

## **D. Old Business**

*Pool house and Clubhouse readiness to open* – Party invite signs have been posted. Kathy took an action to make a correction on the signs that the party is for residents only. Kathy took an action to create a sign in sheet for the party. Party supplies have been estimated and are within allotted budget. Purchases will be made Wednesday.

*Back Up Phone Service* – Deferred until June

Raymond Moore provided pictures of the flooding areas. Raymond has taken the action to resolve this issue.

The pot hole near 6610 is becoming a passage problem. John took the action to contact our previous road repair vendor to inquire a repair price.

John Southern made a motion to add weekly bathroom cleaning to the clubhouse cleaning contract to include a cost of \$100/month. The motion was seconded by Jeff Confer. The motion passed 4 yes and 1 abstain.

## **E. New Business**

John Southern made a motion to approve the Policy and Procedures for email as distributed to the BOD via email and reviewed prior to the meeting today. Jeff Confer seconded the motion. The motion passed unanimously.

John Southern made a motion to approve the Policy and Procedures for vehicle towing that was distributed to the BOD via email and reviewed prior to the meeting today. Frank Reed seconded the motion. The motion passed unanimously.

Exercise Room Rules were tabled.

Mr. Robert Taylor from Independence Realty provided a review of his services as a facility and financial manager for Condo Associations. He utilizes "Condo Manager" which is association management software to provide online resources, monthly reports, and a resident portal. He provided some documentation regarding his references, experience, and staff capabilities. He offers a single point of contact 24/7 in response to calls. Call routing is based on decision criteria defined by WPCA and the by-laws. Repair bids over \$250 will require multiple bids and need BOD approval. Mr. Taylor will manage cost control. His fee is \$10/door/month which would be \$1200 for WPCA. He would provide an annual budget. Weekly property reviews to survey for damage and violations. Maintenance reviews will be conducted every 6 months. The BOD would like to provide a list of questions to Mr. Taylor and request he return next month to provide a proposal.

Brandon, manager of Tow Pro, presented services his company can provide WPCA in regards to abandoned, inoperable, expired vehicles at WPCA. Tow Pro is on the city and state rotation system. Tow Pro would not charge a fee to WPCA for their services. Tow Pro will provide the proper signs. He would also provide residents services such as tire changes, jump starts, and lock out service.

## **F. Member Discussions**

There was no member discussion.

## **G. Action Item Summary**

- Linda took an action to request support from the Lawn Service and fee for pick up.
- Richard took the action to find the cost of an optional alarm from the key card system provider.

- Frank took the action to print the WP Pool Rules on an exterior sign.
- Steve will acquire standard pool signs from Blue Diamond.
- Steve took the action to provide Master Keys to the clubhouse to Linda, Richard and Charlie.
- Frank took the action to review cost and installation options to install dead bolt locks on the interior bathroom doors.
- The BOD took an action to submit questions for Mr. Taylor to Kathy. Kathy will provide consolidated list to Mr. Taylor.
- Raymond has taken the action to resolve the flooding issue he presented.
- John took the action to contact our previous road repair vendor to inquire a repair price for 6610 pot hole patch.
- Kathy took an action to make a correction on the pool party signs that the party is for residents only.
- Kathy took an action to create a sign in sheet for the pool party.

**Adjournment:**

The meeting was adjourned at 8:14 PM. The next regular meeting of the Board will convene in the Willow Pointe Clubhouse at 6:00 pm, June 17, 2014.

Minutes Prepared by: Kathy Wigley

**Willow Pointe Condominiums**  
Board of Directors Meeting Minutes  
July 15, 2014

**Opening:**

The regular meeting of the Willow Pointe Association Board of Directors was called to order at 6:00 PM on July 15, 2014 in the Willow Pointe Clubhouse by John Southern. A quorum was present.

**Present:**

Board Members: Linda Riley, Jeff Confer, John Southern, Izzy Miller, Kathy Wigley, Frank Reed, and Raymond Moore

Financial Manager: Absent

Property Manager: vacant

Maintenance Engineer: Absent

Visitors: Robert Taylor of Independence Reality

Mr. Greer and his son of 6620

**A. Approval of Minutes**

Minutes from the June 17, 2014 regular meeting were distributed and reviewed in advance of the meeting. The minutes were approved as written.

**B. Email Actions**

The June 25<sup>th</sup> email decision to change Pool Closing Hour to 10:00 PM was ratified. There were no comments or objections. Motion stands as approved.

The June 27<sup>th</sup> email decision to change Facility Manager Termination to July 31 was ratified. There were no comments or objections. Motion stands as approved.

The President's action to terminate Facility Manager Services as of July 11<sup>th</sup> was ratified. Action was seconded by Frank Reed. Motion was passed unanimously.

**C. Reports**

**Presidents Report**

The president's report included charts on WPCA delinquency update were emailed to the board members.

Mr. Greer and his son arranged to address the Board regarding the sidewalk at their building. Mr. Greer presented the raised and broken sidewalk as a hazard to residents. Mr. Greer had tripped and fallen getting hurt. The Board will review options to repair the sidewalk.

The board has terminated the Facility Manager. WP property needs to be recovered. Jeff Confer agreed to get the office keys and other property. Richard Elms and Charlie can assist in listing the items that belong to WPCA. John Southern will review the status of the personal computer that supports the entry system.

**Financial Managers Report**

Richard Elmes provided the financial reports via email prior to the meeting. No other questions were discussed.

**Facility Mangers Report**

Open item for the Facility Manager is the slab repair. Raymond Moore is working with the contractor to get this on his schedule.

Gutter Cleaning has been completed. There is a tree down but it is not on WP property.

Frank Reed was approved to work with Tow Pro to manage and get the signs put up.

Preventative Maintenance has the following items in work:

- Installing 3 dead bolts for the interior doors
- One remaining A/C fence to be completed
- Painting the stairs
  - Note that 6616 first step is loose (Miller)
- Electric box door for 6614 is rotted and needs to be replaced.

Mr. Taylor reviewed the Facility Manager and Financial Manager descriptions. Mr. Taylor answered additional questions from the Board. Mr. Taylor requested the LocTech specification in order to quantify the funding required to manage the access system. (John Southern took this action.)

#### **D. Old Business**

Raymond Moore is working the drainage issue with Keith Sharp of CORA Landscape. Frank Reed will assist Keith Sharp with review of the property to determine other safety areas that need attention.

The Clubhouse Cleaning Contract was reviewed by the Board. John Southern took the action to modify the contract to allow for changes based on the needs of the seasons/usage of the Clubhouse.

#### **E. New Business**

There was a fire at 6612 on July 12, 2014. There are five families displaced. All insurance companies are involved and evaluating the premises. John Southern took an action to create a letter to send to the residents affected by the fire.

#### **F. Member Discussions**

There was no member discussion.

#### **G. Action Item Summary**

- Jeff Confer agreed to get the office keys and other property.
- Richard Elms and Charlie can assist in listing the items that belong to WPCA.
- John Southern will review the status of the personal computer that supports the entry system.
- Raymond Moore will work on getting contracts for the slab repair and sidewalk repair.
- Frank Reed will work with Tow Pro to get signs installed.
- John Southern will provide the LocTech specification to Mr. Taylor.
- John Southern will modify the Clubhouse Cleaning contract to allow for changes based on the needs of the seasons/usage of the Clubhouse.
- John Southern will create an information letter to send to the residents affected by the fire.

#### **Adjournment:**

The meeting was adjourned at 8:26 PM. The next regular meeting of the Board will convene in the Willow Pointe Clubhouse at 6:00 pm, Aug 19, 2014.

Minutes Prepared by: Kathy Wigley

**Willow Pointe Condominiums Association**  
Board of Directors Special Meeting Minutes  
Aug 9, 2014

The special meeting of the Willow Pointe Association Board of Directors was called to order at 10:11 AM on Aug 9, 2014 in the Willow Pointe Clubhouse by John Southern. A quorum was present.

**Attendees:**

Board Members: Linda Riley, John Southern, Raymond Moore, Frank Reed, and Izzy Miller

Financial Manager: Richard Elmes

Property Manager: Vacant

Guests: Betty Hughes, Founder and CEO of Hughes Properties Inc (HPI)

1. **Purpose:** This Special Meeting of the Board was called by the President to consider a proposal from HPI to serve as our Property Manager.
  
2. **Discussion:** The Board interviewed Ms. Betty Hughes to clarify remaining questions of the Board about the services her organization can provide. The key points and services previously provided the Board from the President's prior interview were briefly reviewed. Key findings from this interview included:
  - HPI will need someone on site who can quickly check reports of problems or need instead of having someone from HPI having to visit the site every time something comes up. Linda Riley volunteered to serve that function along with help from other Board Members in residence.
  - Off hour telephone answering service is contracted by HPI to provide 24/7 coverage.
    - Emergency situations result in immediate alert to Ms. Hughes or her designated Administrator for proper handling
    - Non-emergency situation calls are returned but may wait several hours before being returned
  - Contractors we now have may be continued either with HPI managing them or with the Board managing them. There is no hard requirement that all contracts be managed through HPI
  - Ms. Hughes strongly advised against allowing pool chemicals being administered by an unlicensed hand. Her experience includes liabilities from such actions. Ms. Hughes also pointed out that we need to use caution when hiring even casual labor. If we pay them to do a job for us we assume liability.
  - Consistency in ALWAYS enforcing rules and regulations was stressed as extremely important. Ms. Hughes elaborated an instance where a HOA suffered a \$10,000 legal expense to prove they were not discriminatory in their rules administration.
  - We discussed the lack of enforcement Homeowners and Residents have experienced to date and agree that this is a new opportunity to get a fresh start, casting the change as an attempt to improve the living and financial values of the property.
  
3. **Conclusions and Course of Action determined:**
  - Linda Riley made a motion to limit the contract to address Covenant administration only. Frank Reed seconded that motion. With no further discussion the motion was approved by unanimous vote.
  - Linda Riley made a motion to approve the contract agreement as marked up to contract with HPI to serve as our Property Manager. Izzy Miller seconded the motion. With no further discussion the motion was approved by unanimous vote.
  - The President and Ms. Hughes signed the Contract Agreement to be effective 1 September 2014.

- Ms. Hughes will start immediately to establish the necessary data base, forms and procedures and to train her staff and administrator to execute the contract starting 1 September.
- HPI will send a notice to Homeowners and tenants.
- John Southern will develop an advance flier and coordinate with HPI prior to its distribution to give first notice to Homeowners and Tenants.

**4. Adjournment:** The meeting was adjourned at 11:23AM. The next regular meeting of the Board of Directors will be at 6:00 PM on August 19, 2014 in the Willow Pointe Clubhouse.

Minutes Prepared by: John Southern

**Willow Pointe Condominiums**  
Board of Directors Meeting Minutes  
August 19, 2014

**Opening:**

The regular meeting of the Willow Pointe Association Board of Directors was called to order at 6:00 PM on August 19, 2014 in the Willow Pointe Clubhouse by John Southern. A quorum was present.

**Present:**

Board Members: Jeff Confer, John Southern, Izzy Miller, Kathy Wigley, and Raymond Moore  
Financial Manager: Richard Elmes  
Property Manager: vacant  
Maintenance Engineer: Absent  
Security: Officer Jeff Kreiter  
Visitors: Mr. Greer, John Hughes, West Moore, and Deana Smith

**A. Approval of Minutes**

Minutes from the July 15, 2014 regular meeting were distributed and reviewed in advance of the meeting. The minutes were approved as written.

Minutes from the Special meeting on August 13, 2014 were distributed and reviewed in advance of the meeting. The minutes were approved as written.

**B. Email Actions**

The August 13 email decision regarding to contract for pool maintenance with Blue Diamond Pool was reviewed. The email vote was updated to include Kathy Wigley and Izzy Miller's approval votes making the final tally 6 approve, 1 no, zero abstain. The Motion passed.

**C. Reports**

**Presidents Report**

The president's report included charts on WPCA budget update. The Budget Performance chart shows WPCA is 18K over budget. There was a 25% increase in utility rates this year. The Trash Collection contract is being changed to bring that cost back in line. Facility repairs are currently higher than expected.

Delinquency Report show we are at 25 delinquent accounts. FHA has new regulations that may prevent WP from acquiring their home mortgage approval. WP is at 70% rental which may be unacceptable for FHA approval even if WPCA can pull in the delinquency and reserve funds to the current standards.

**Financial Managers Report**

Richard Elmes provided the financial reports via email prior to the meeting. No other questions were discussed. The cash level is good. Loans are on auto draft. Fire bills are starting to come in and be paid. A paint sprayer and pressure washer are within budget to be purchased.

**Facility Mangers Report**

Preventative Maintenance: Charlie is finishing up the August task list. August and September he is working on getting the stairs painted. Next quarter, he will review the status of the neighborhood sign at the entry and evaluate if it can be repaired or replaced.

**D. Old Business**

Car tow execution planning – Signs have been posted. The policy has been approved. But the execution is on hold.

Raymond Moore is working the Sidewalk repair of 6620 (Mr. Greer's building). It is on contract and in progress.

Raymond Moore is waiting on a bid for Tree Removal. It is expected to be \$800 to \$1500 for 8 hours of service to lower the canopy and remove trees.

Raymond Moore has the stairwell slab repair contracted and on schedule for next week.

Pot Hole/Dumpster: John Southern is working bids for repairs but out of budget for this year. Estimates are \$20K for concrete runners for the dumpsters. This is an open action to apply a temporary filling to the pot hole near 6610.

Property recovery status: Jeff Confer set up a time to meet Steve and Charlie.

Facility manager: There are limited options for a temporary facility manager until a property manager can be acquired. John Southern and Izzy Miller suggested Aaron Wigley as a temporary facility manager. The motion was presented by Izzy and seconded by John. The motion was passed 3 to 2 with 5 present. John Southern agreed to make arrangements with Aaron Wigley.

#### **E. New Business**

Izzy Miller has been assigned as the POC for Officer Jeff Kreiter. His email is [jeff.kreiter@gmail.com](mailto:jeff.kreiter@gmail.com).

Huntsville Police officers cannot be a process server. Only the Sheriff's office can perform that task.

Frank Reed has shown behavior not becoming of a Board member. Jeff Confer motioned to limit Mr. Reed's authority to act on behalf of WPCA to only that action to finish the repairs on 6612. Mr. Reed will be limited by Richard Elmes in Mr. Reed's ability to commit funds. Raymond Moore has been designated as a backup. This motion was seconded by Kathy Wigley. This motion passed unanimously by all present.

Keys: It was agreed that each board member, essential contractors requiring access (Pool and Clubhouse Cleaning, Charlie, Richard and the Facility Manager) will be provided keys.

#### **F. Member Discussions**

Raymond Moore made the motion to give the attending homeowners time on the floor.

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John Hughes was given the floor. He addressed his concerns regarding the towing of his son's car in a referenced fire lane. John requested a refund for his cost of \$180 to retrieve the car. John Southern volunteered to write up his request with John's review and approval for the board's consideration. John also requested the process to update to his information regarding the acquisition of a new car. The information was provided

Deana Smith requested status for the car registration and her vehicle data submission. The vehicle decal process is being worked by the board. Her decals will be provided next week.

West Moore requested decal information. The information was provided.

There will be no towing of vehicles by the tow policy until adequate notification of the homeowners via the newsletter and written notice.

Mr. Greer addressed the Board regarding the behavior of Mr. Frank Reed. Mr. Reed spoke harshly and inappropriately regarding his wife. This was not becoming of a board member or homeowner. Also, Mr. Greer

would like to report to the Board regarding excessive vehicle break ins. His truck has been broken into 4 times. Police reports have been filed. The WP patrolling police are aware of this issue.

**G. Action Item Summary**

- John Southern will contact Aaron Wigley regarding the temporary Facility Manger service.

**Adjournment:**

The meeting was adjourned at 8:15 PM. The next regular meeting of the Board will convene in the Willow Pointe Clubhouse at 6:00 pm, September 16, 2014.

Minutes Prepared by: Kathy Wigley

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**Willow Pointe Condominiums**  
**Board of Directors Meeting Minutes**  
**September 16, 2014**

**Opening:**

The regular meeting of the Willow Pointe Association Board of Directors was called to order at 6:04 PM on September, 2014 in the Willow Pointe Clubhouse by John Southern. A quorum was present.

**Present:**

Board Members: John Southern, Izzy Miller, Linda Riley, and Raymond Moore

Financial Manager: Richard Elmes

Property Manager: Vacant (October 1, 2014)

Maintenance Engineer: Absent

Visitors: Mr. William Westmore, Ms. Betty Hughes and Ms. Carol Day

**A. Approval of Minutes**

Minutes from the Aug 19, 2014 regular meeting were distributed and reviewed in advance of the meeting. The minutes were approved as written.

The 2013 Board decision to raise the regular assessment fee 10% for three consecutive years, including 2015 was ratified by unanimous consent. The 2015 assessment 10% increase will be effective 1 January 2015.

Acceptance of Mr. Frank Reed's resignation from the Board was ratified by unanimous consent.

**B. Reports**

**Presidents Report**

Delinquency statistics were relatively unchanged from last month. There are 25 delinquent accounts owing arrears amounting to \$77,380. Legal action has been taken to collect all accounts overdue by 6 months or greater.

Total income and expenses based upon actual income and expenses accrued through August 13 projected to year end appear within budget. Linear projections forecast a positive balance of \$5318 by year end. Data derived from the financial reports disclose some key budget lines are going to overrun their allocated budget – Utilities and Total Facilities Management lines are particularly problematic. These 2 lines represent about 35% of our expense budget and both will overrun substantially.

**Financial Managers Report**

Richard Elmes provided the financial reports via email prior to the meeting. The cash level is good. We have reserves to cover the fire damage. The Financial Manager reported an offer to settle one of Ms. Shelton's overdue accounts. The Board agreed to accept that offer. Settlement of arrears on the other Unit Ms. Shelton owes will be taken up with our Attorney. Richard will set up an attorney meeting next week.

**Facility Mangers Report**

The sidewalk project beside 6620 is complete. Other sidewalk areas needing attention have been estimated and will be considered in 2015 budget planning. The sagging foundation slab at 6644 is complete except for minor sealing to be performed by our Preventative Maintenance engineer. Trees have been allowed to overgrow the roadways and into buildings which need to be trimmed soon. An estimate has been obtained that amounts to \$1500 per day to work on this problem as budget allows. Some trees and roots need attention soon to avoid their growth into wiring and plumbing. Raymond is providing estimates to correct these problems to be considered in 2015 budget planning. Electrical problems controlling numerous security lamps were corrected. Bulbs are being replaced with a new supply just obtained to replace our missing supply. Raymond is working with Mr. Electric to get those needing lift equipment replaced. The security lamps around buildings 6610, 6612 and 6614 must be rewired to meet current codes before the city inspectors will approve the fire restoration. Frank Reed is working that as part of the fire recovery project. If Frank's electrical contractor can't complete that rewiring by September 26, Raymond will task Mr. Electric to complete the job. Raymond is getting an estimate to replace the front entry sign with an aluminum sign mimicking our aging redwood sign.

### **Preventative Maintenance Report**

The previous quarter's planned projects have been completed with exception of some wall and ceiling finishing in the pool pump room. Next quarter will focus on painting the stairwells and wooden surfaces requiring new paint (think utilities doors, etc.) plus pressure washing the siding and walkways.

### **C. Old Business**

**Fire Recover Status** – Frank Reed reported the structural Damage to the attic in building 6612 have been repaired. Ceiling members that depend on repairs to Unit 6612C are minor and are being held until that Unit is completed. The electric supply for the Security Lamps must be repaired as described above. Frank has a contractor coming in to complete that work next week. Frank gave insurance contacts and information to Richard to support litigation to recover damages. Frank reports that insurance investigative reports indicate the fire was caused by sub-standard work performed by a HVAC contractor replacing the heat pump in Unit 6612C.

**Car Tow Execution Planning** – Deferred to the October 21 Board Meeting.

**Sidewalk and Drainage Planning** – Deferred to the October 21 Board Meeting.

**Property Recovery Status** – The Board decided by unanimous agreement to terminate efforts to recover additional property from our dismissed Facility Manager. The ex-Facility Manager's request for access to his property held in the office was denied. The agreement he and Jeff made to recover Steve's personal property is still in effect. Steve will have to arrange to meet Jeff in order to recover his personal property. The Board will not intervene in that process.

**Numbered keys** were issued as resolved at the August Board meeting. Keys Issued were:

1. John Southern
2. Linda Riley
3. Raymond Moore
4. Richard Elmes
5. Izzy Miller

Keys 6 through 15 will be issued and a record of assignment maintained. John has the remainder of the keys.

#### **D. New Business**

**Property Manager Status, Plans and Concepts of Operation** – Ms. Hughes and Ms. Day oriented the Board on their plans to execute the Property Management Contract Agreement. Agreement was reached that Hughes Properties forms and formats would be used over established WPA forms. Agreement was reached that Hughes would execute covenant compliance violations without prior coordination with the Board except in questionable instances. Agreement was reached that the Board will stand ready to help and assist HPI as needed, but the primary job of executing the contract agreement resides with HPI. Mr. Southern moved that Ms. Riley be designated as the single Board POC to direct the contract. The motion was seconded by Mr. Miller. The motion passed by unanimous consent. The Willow Pointe business telephone will be call-forwarded to HPI's designated phone number at 8:00 am 1 October 2014. A means to electronically control the enable and dis-enable the clubhouse/pool key cards is still undetermined.

**Records Recovery Plan** – Deferred to October 21 Board Meeting.

**Policy for Maintenance of Porch and Patio Areas** – Deferred to October 21 Board Meeting.

**Policy for Maintenance of Dryer Vents** – Deferred to October 21 Board Meeting.

**Appoint replacement member of Nominations Committee** – Deferred to October 21 Board Meeting.

#### **E. Member Discussions**

Mr. Westmore requested he be mailed a copy of the Newsletter. Richard got the information to correct our mailing list.

#### **F. Action Item Summary**

No action items were assigned at this meeting.

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#### **Adjournment:**

The meeting was adjourned at 7:36 PM when a quorum was lost. The next regular meeting of the Board will convene in the Willow Pointe Clubhouse at 6:00 pm, October 21, 2014.

Minutes Prepared by: John Southern

**Willow Pointe Condominiums**  
Board of Directors Meeting Minutes  
October 21, 2014

**Opening:**

The regular meeting of the Willow Pointe Association Board of Directors was called to order at 6:14 PM on October 21, 2014 in the Willow Pointe Clubhouse by John Southern. A quorum was present.

**Present:**

Board Members: John Southern, Jeff Confer, Linda Riley, and Raymond Moore  
Financial Manager: Absent  
Property Manager: Absent  
Maintenance Engineer: Absent  
Visitors: Huntsville Police Officer Jeff Kreiter

**A. Approval of Minutes**

Minutes from the Sep 16, 2014 regular meeting were distributed and reviewed in advance of the meeting. The minutes were approved as written by acclamation.

**B. Reports**

**Presidents Report**

Resignation of Ms. Kathy Wigley was acknowledged along with acknowledgement of how well she has contributed and worked to and for the Association. Ms. Wigley leaves the board without prejudice and would certainly be welcomed back should her situation develop where she could again serve the Association.

**Financial Managers Report**

Richard Elmes provided the financial reports via email prior to the meeting. There were no questions on the reports. It was agreed that although expenses have been rather high, they were for problems and repairs that had to be done. The placement of "emergency expenditure authority" to another board Member rather than the President was discussed but no decision made.

**Facility Mangers Report**

In the absence of an on-site Facility Manager, Raymond Moore has been handling maintenance problems as they arose. ~~Mr. Moore submitted a very thorough report in advance of the meeting. Mr. Moore~~ elaborated on some of the reported items with rationale and explanations. No questions were left unanswered from his report. Mr. Moore agreed to continue operating in this mode while he can to give transition time for HPI to come up to speed.

**Preventative Maintenance Report**

Mr. Tolbert was not at the meeting but had previously reported lack of power sources obviate his ability to paint the staircases with the electric power sprayer the Board approved for his purchase. Mr. Moore recommended we hire a commercial paint contractor to do the painting and rely on Charlie Talbert to manage that contract work. The board agreed by consensus although a cost estimate is needed before embracing that strategy. Raymond agreed to get an estimate for a commercial painter to do the stairwells.

### **C. Unfinished Business**

**Fire Recover Status** – The security lamps for Building 6610, 12 and 14 have been upgraded to current standards as required by city inspectors. All association work is complete. Final signoff is awaiting homeowner of 6612C to complete his repairs which includes wiring in the attic. John Southern will check status of inspection and legal action needed to attempt legal redress for Association losses assisting Richard Elmes as he recuperates from recent surgery.

**Car Tow Execution Planning** – The Board voted to execute Willow Pointe Condominium Association Policies and Procedures for Towing Vehicles Approved by the Board of Directors 6/17/2014. Enforcement will be through our contract with Pro Tow wrecker Service and shall be limited to ridding the property of abandoned or inoperable vehicles as defined in that policy and procedure. Notices will be sent in the November Newsletter and Tow Pro owners will be invited to discuss their practices with the Board at the November 18, 2014 Board Meeting. John Southern took the action to prepare Pro Tow Wrecker Service for this initiative and invite them to our next Board meeting.

**Property Recovery Status** – The Sep 16 Board decided by unanimous agreement to terminate efforts to recover additional property from our dismissed Facility Manager. The ex-Facility Manager's request for access to his property held in the office was denied. The agreement he and Jeff made to recover Steve's personal property is still in effect. Steve will have to arrange to meet Jeff in order to recover his personal property. The Board will not intervene in that process. Mr. Confer advised Steve hasn't contacted him. The Board left the initiative on Steve to arrange with Jeff recovery of his property.

### **D. New Business**

**Key Access Control** – The Board agreed we need to provide remote control capability for the Key access Server. Jeff Confer took action to research mechanisms and their costs to install remote capability to be reported at the November 18 BOD meeting.

**Property Manager Status, Plans and Concepts of Operation** – Hughes Properties is now functioning as Property Manager over Covenants matters for the Association. They are receiving the homeowner calls and referring those to the Board for resolution. They are touring the site from the street checking for compliance. It was agreed that we want them to grow to the point that they handle the maintenance issues rather than referring them to the Board. It was also agreed that visiting the site just driving down the streets is not adequate observation. We need to work out a better system for this to work right. Jeff Confer and others may need to serve as an escort while HPI inspects some areas. We need to bring HPI current with our police presence initiative and improvements that has brought the neighborhood.

HPI is in position to take over the financial matters in the event Richard becomes incapacitated. They have cited a price of \$2,000/month to handle both financial and covenant management.

**Records Recovery Plan** – Kathy Wigley has delivered the Secretary records to Linda Riley. Those records and 2 notebooks of records left in the Facility Manager's Office are all the administrative records remaining. The Board has deemed that further pursuit of cards, parking decals and placards and

any further administrative records that was placed under Steve Tucholski' control is futile. There is still a requirement that Steve get with Jeff Confer to retrieve the personal property he left in the Office.

**Policy for Maintenance of Porch and Patio Areas** – It was decided that responsibility for cleaning and maintenance of Porch and Patio Areas designated for exclusive use of the Homeowner belongs to homeowners. Exterior walls remain the responsibility of the Association, but doors, decks, ceilings, banisters and railings shall be maintained at homeowner expense. John Southern took the action to write such a policy and procedure.

**Policy for Maintenance of Dryer Vents** – Jeff Confer made a motion, seconded by Linda Riley, to have the Association repair dryer vents throughout the complex as a measure to reduce critter problems in the ductwork. Raymond Moore took an action to get repairs estimated and recommend an approach and hardware.

**Appoint replacement member of Nominations Committee** – Linda Riley volunteered to replace Frank Reed on the 2015 Nomination committee. The Board accepted her offer.

**Gary Burks Conflict of Interest Resolution** – The Board concluded we need to get a legal position regarding the alleged Conflict of Interest against Mr. Burks holding Office in the Association. John Southern took an action to get that legal opinion.

**2015 and Out year Budget Guidelines** – The list of projects for consideration in our budget planning was elaborated to include fencing, an entry sign, and a casual labor custodial line item. The list to be time phased in the November budget planning includes the following (not in any necessary order of priority)

2015 and out year Budget Guidelines Development

- Tree Maintenance
- Carpet Maintenance/Replacement
- Stairwell Maintenance/Painting
- Lighting Upgrades
- Sidewalk Maintenance
- Gutter Replacements
- Internet Access/remote Access control/Remote Surveillance
- Dumpster Repairs

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- Roadway Repairs
- Security Updates (Video surveillance?)
- Wood fence replacement
- Entry Sign
- Casual Labor Custodial Services

**E. Member Discussions** - Officer Kreiter asked us to send him a confirmation that we carry liability insurance that covers him while on our property. That insurance certification should be provided by Richard. John Southern took an action to get a certificate sent to [jeff.kreiter@gmail.com](mailto:jeff.kreiter@gmail.com).

### **G. Actions**

1. Raymond Moore will arrange an estimate to get the unpainted stairwells painted with Charlie managing the job.
2. John Southern will check status of building 6612 release and course of action needed to seek legal redress for losses working with Richard Elmes.
3. John Southern will prepare Tow Pro Wrecker Service to begin execution of our approved car tow policy to rid the premises of abandoned and unserviceable vehicles, to have Tow Pro brief the Board in the November Board and to notify Homeowners the decision is made to execute the car tow policy to get rid of derelict vehicles only (not related to car decals).
4. John Southern will notify Steve Tucholski that he must contact Jeff Confer and arrange to recover his personal property.
5. Jeff Confer will research and recommend a means to remotely control the key card server in the clubhouse.
6. John Southern will write a policy and procedure that assigns responsibility to maintain porches and decks designated in our Bylaws as reserved for sole source use of a homeowner.
7. John Southern will write a Policy and Procedures Manual containing the Policies and Procedures of the Association.
8. Raymond Moore took an action to get an estimate to repair or replace failing dryer vents with varmint proof vents throughout the complex.
9. John Southern took an action to get a legal opinion and position regarding Gary Burks alleged conflict of interest.
10. John Southern took an action to get a certificate of liability insurance sent to [jeff.kreiter@gmail.com](mailto:jeff.kreiter@gmail.com).

### **Adjournment:**

The meeting was adjourned at 8:15 PM. The next regular meeting of the Board will convene in the Willow Pointe Clubhouse at 6:00 pm, November 18, 2014.

Minutes approved by the Board Unanimous Vote November 18, 2014

Original signed by Linda Riley, Secretary/Treasurer

**Willow Pointe Condominiums**  
**Board of Directors Meeting Minutes**  
**November 18, 2014**

**Opening:**

The regular meeting of the Willow Pointe Association Board of Directors was called to order at 6:02 PM on November 18, 2014 in the Willow Pointe Clubhouse by John Southern. A quorum was present.

**Present:**

Board Members: John Southern, Jeff Confer, Linda Riley, Izzy Miller and Raymond Moore

Financial Manager: Absent

Property Manager: Absent

Maintenance Engineer: Absent

Visitors: Della Hall and Gary Swafford, Tow Prow

**A. Approval of Minutes**

Minutes from the Oct 21, 2014 regular meeting were distributed and reviewed in advance of the meeting. The minutes were approved as written by acclamation with direction to correct spelling of Mr. Tolbert's name.

**B. Reports**

**Presidents Report**

The Presidents report of delinquency status was distributed and reviewed in advance of the meeting. It was observed that significant progress has been made in reducing the value of Arrears. (Delinquencies have been reduced by 29% from peak value and 13% overall from May, 2013 when we began our campaign to decrease delinquencies.)

**Financial Managers Report**

Richard Elmes provided the financial reports via email prior to the meeting. The consensus of the Board was to withhold all unessential expenditures for the balance of this year in order to minimize potential overrun of our 2014 budget. Agreement was unanimous among the Board Members. New starts, upgrades and unessential expenses will be delayed until 2015 fees become available. Safety and Security expenditures will not be curtailed by this consensus as they are considered "Essential".

**Raymond Moore Report**

In the absence of an on-site Facility Manager, Raymond Moore has been handling maintenance problems as they arose. Mr. Moore submitted a very thorough report in advance of the meeting. Mr. Moore elaborated on some of the reported items with rationale and explanations. No questions were left unanswered from his report. Mr. Moore agreed to continue operating in this mode until we can establish a means to a more permanent solution to this need.

**Preventative Maintenance Report**

Mr. Tolbert was not at the meeting and no report on status of his activity was made. Ms. Riley advised a \$500 limit credit card has been issued for Mr. Tolbert to use for purchases. She advised Mr. Tolbert has agreed to that funding method as opposed to the Lowes Prepaid Debit card he'd initially requested.

### **C. Unfinished Business**

**Remote Access Card Management Recommendation** – The Board agreed by unanimous consent that remote access must be provided to control and operate the Key Access Server. Jeff Confer researched possible cost for Wi-II service to Willow Pointe ranging from \$30 to \$60/month, with \$30/month service considered adequate for Board Management purposes. Mr. Confer will research “single point” service as an alternative but the Board agreed to include \$360 in budget for remote access for this function.

**Car Tow Execution Planning** – The Board agreed with our contracted towing service, Tow PRO Towing service that identification of vehicles to be towed is a Board responsibility and once notified Tow PRO responsibility will begin upon their tow away of the vehicle. The Board will affix notice of tow action to target vehicles and attempt initial notification to last owners to the extent our contracted police officers can identify those owners and request the vehicles be towed at the end of the 7 day warning period.

**Policy for Maintenance of Exclusive Use Zone** – The Policy for maintenance of exclusive use zones was staffed by email in advance of the meeting. The Board approved the policy without changes by acclamation.

**Fire Recover Status** – It was observed that Mr. Elmes current illness and treatment regime is delaying aggressive actions to attempt recovery of fire losses. It was also noted that the demise of the Unit Homeowner suspected of hiring the service that triggered the fire may necessitate early action. Mr. Confer pointed out they often will settle the estate through public notice and early settlement of any claims – possibly truncating time to claim to as little as 90 days. John Southern took action to get this question to Richard and our attorney and accelerate if necessary claim progress.

**Pool Installation Claim** – Consensus of the Board is to file claim against Cobalt Construction for unfinished warranty work on pool. Linda Riley took action to coordinate status with Rob Rawlinson

### **D. New Business**

**Property Manager Contract Termination** – Alternatives to replace HPI as Property Manager was discussed. Consensus of the Board is to accept HPI’s resignation and seek an alternate. Raymond Moore took action to explore his connections to seek a suitable replacement. John Southern took action to explore employment opportunities with employment agencies and veteran’s contacts. Linda Riley suggests seeking some means to provide housing in the complex for a facility manager. Returning to Gary Burkes as facility manager was deemed acceptable to the board with appropriate oversight.

**2015 and out year Budget Guidelines Development** – The Board reached consensus on initial maintenance and improvement priorities identified in a schedule of projects. The Board will await pending estimates to further prioritize these projects. Guidance for CY 2015 budget modification and development is:

- Replace the entry sign with the sign proposed by Prescott Sign – estimate \$1400 CY 2015 dollars
- Replace the front fence line (511 feet) with treated all sides dog eared privacy standard wood – estimated cost \$7,000 CY 2015 dollars including Willow Pointe removing shrubs and bush (Possible project for Tolbert and Bret?)

- Paint unpainted stairwells – estimate \$5,000 CY 2015 dollars
- Repair “dangerous” sidewalk defaults – Estimates pending but schedule \$5,000 CY2015 dollars
- Schedule dumpster cleaning and spraying 3 times/year - \$1,000 CY2015 dollars
- Increase Utilities budget 30% - \$12,000 Cy2015 dollars
- Add internet connectivity for remote control - \$360 CY2015 Dollars
- Decrease Waste Management \$50(change to \$100)/month - -\$600(1200) CY2015 Dollars
- Defer restoring Insurance Reserve pending decision on recovery law suite
- Delete Steve Automobile expenses - -\$600 CY2015 dollars
- Adjust Pool Maintenance to reflect current contract – TBD CY2015 dollars
- Increase Security expenses \$3600 to continue dual patrols - \$3,600 Cy2015 dollars
- Add loan from Iberia Bank to include debt reduction and interest – TBD CY2015 dollars
- Offset Budget increases with reduction in Current Year Delinquencies – Necessitates strict enforcement of fees payments in CY2015

**E. Member Discussions** – No members participated in this Board meeting.

**G. Actions (including open actions from October Minutes)**

1. Raymond Moore will arrange an estimate to get the unpainted stairwells painted with Charlie managing the job.
2. John Southern will check status of building 6612 release and course of action needed to seek legal redress for losses working with Richard Elmes and our Attorney.
3. Raymond Moore and John Southern will investigate potential replacements for Property Manager.
4. Linda Riley took action to coordinate Pool Contractor legal action

**Adjournment:**

The meeting was adjourned at 8:15 PM. The next regular meeting of the Board will convene in the Willow Pointe Clubhouse at 6:00 pm, December 16, 2014.

**Willow Pointe Condominiums**  
Board of Directors Meeting Minutes  
December 16, 2014

**Opening:**

The regular meeting of the Willow Pointe Association Board of Directors was called to order at 6:03 PM on December 16, 2014 in the Willow Pointe Clubhouse by John Southern. A quorum was present.

**Present:**

Board Members: John Southern, Jeff Confer, Linda Riley, Izzy Miller and Raymond Moore  
Financial Manager: Richard Elmes  
Property Manager: Absent  
Maintenance Engineer: Absent  
Visitors: None

**A. Approval of Minutes**

Minutes from the November 18, 2014 regular meeting were distributed and reviewed in advance of the meeting. The minutes were approved as written by acclamation.

**B. Reports**

**Presidents Report**

The Board voted unanimously that Mr. Burkes has created a conflict of interest with his service on the Board as advised by our Attorney. The Board directed Mr. Southern to have Mr. Rawlinson resolve the risk resulting from Mr. Southern personally handling the complaint from Mr. Burkes received in October.

**Financial Managers Report**

Richard Elmes provided the financial reports via email prior to the meeting. Mr. Elmes reported that collections have been good, cash flow is solid, and we're going to enter the next year with a positive balance. The spending restrictions imposed by the Board in November has been lifted. Mr. Elmes reported our general reserve account is fully funded and cash exists to pay down the current Iberia loan. No motion was made to reduce that loan, but rather to hold the level for possible use in 2015.

**Raymond Moore Report**

In the absence of an on-site Facility Manager, Raymond Moore has been handling maintenance problems as they arose. Mr. Moore submitted a very thorough report in advance of the meeting. Mr. Moore elaborated on some of the reported items with rationale and explanations. No questions were left unanswered from his report. Mr. Moore agreed to continue operating in this mode until we can establish a means to a more permanent solution to this need.

Mr. Moore took the action to hire contractors and implement Board Decisions as follows:

- Replace front entry sign and all building number signs. Put two building number signs on building 6616, one located on Southwest end of the building visible to the main road
- Have buildings pressure washed for cleaning and mold remediation
- Repair sagging foundation on building 6611
- Replace remaining cleanout caps with pressure relief caps

### **Preventative Maintenance Report**

Mr. Tolbert was not at the meeting nor did he provide a report of actions accomplished or planned. A meeting with Mr. Tolbert will be scheduled within a week to review Board Maintenance and Upgrade plans, HPI's findings of deficient HOA Maintenance duties, and how Mr. Tolbert fits into our long range maintenance plan.

### **C. Unfinished Business**

**Property Managers Report of Finds during December Walk Through Inspection** – The Board reviewed the report provided by Hughes Properties (HPI) and agreed to the suggestion HPI send warning letters to those Units in violation of our covenants following our approved policy of 30 day warnings, to be followed by an inspection in January and second notices, with \$50 fines assessed to those Units still in violations. Many of the findings by HPI are HOA responsibilities and will be discussed with Charlie and Raymond for resolution next week. The Board confirmed that security bars should be allowed and John Southern took the action to notify those with security bars already mounted that the Board has approved their installations.

**Car Tow Execution Planning** – The Board appointed Mr. Jeff Confer to serve as the primary action person to identify vehicles to be towed. Mr. Confer will begin in January putting notices on abandoned vehicles, attempt to notify last known owners, and schedule Tow Pro Towing Service to haul the vehicles away. This will include trailers whose owners refuse to park them in the designated parking lot.

**Fire Recover Status** – The findings and recommendations of an interview with Mr. Dink Myers, State Farm Insurance adjuster assigned our case, were reviewed. Mr. Myers advised we have a very strong case and recommends we pursue damage recovery through legal redress. The matter is under review by our Attorney, Mr. Robert Rawlinson. Mr. Rawlinson's initial thoughts are we should send a demand letter to Mr. Anthony Jackson, owner of the Service Company alleged to have caused the fire, but wanted time to research the facts further before taking any action.

**Pool Installation Claim** – Mr. Rawlinson has the action to file a claim against Cobalt Construction. No status provided.

**Property Manager Replacement** – The Board approved the concept of returning to a single individual rather than a replacement realty contractor to replace HPI. The Board approved seeking a veteran through Still Helping Veterans at least on a trial basis to fill the position. Mr. Elmes suggested we need a veteran located reasonably close to our facility. John Southern took the action to notify Still Helping Veterans to identify and screen candidates. We will call a special meeting of the Board to interview the candidates for selection.

**Prioritize Out year Maintenance and Upgrade Projects** – The Board adapted a 5 year plan to schedule current and future Maintenance and Upgrades identified for the Complex. That plan will be a "work in progress" as new projects are identified. It will serve as our master plan to schedule large and/or recurring projects into annual yearly budgets.

Items selected for funding in CY2015 include:

- Front entry sign and building numbers

- Front section of wooden fence line
- \$6,000 (estimated 4 days) tree service
- Carpet replacement (to be funding from allocated budget)
- \$5,000 paint and maintenance of stairwells
- \$5,000 toward sidewalk maintenance
- Dumpster cleaning and sanitizing (start yearly schedule)
- Pressure wash building sidings (fund from allocated budget and start yearly schedule)
- Repair failing dryer vents (fund from allocated budget and keep repaired as common item)
- Schedule repave of dumpster areas as budget allows – may slip into CY2016

**D. New Business**

**2015 and out year Budget Guidelines Development** – The Board approved a budget plan based upon the 2015 budget plan presented to Homeowners last April modified to include the Maintenance and Upgrade projects identified above. The approved budget is:

<b>Income Sources</b>	<b>2015 Budget</b>
Monthly Fees Scheduled	\$205,920
Permanent Working Capital Fund	\$700
Special Assessments	\$0
Arrears Collections	\$31,833
Income required	\$238,453
<b>Budget Distribution</b>	<b>2015 Plan A</b>
Automobile Expense	\$600
Bank Service Charges	\$75
Cash Reserve	\$10,000
Collection Fee	\$7,000
Debt Reduction	\$13,458
Delinquencies	\$0
Equipment Rental	\$500
Total Facility Repairs	\$46,633
Total Insurance	\$20,000
Interest on Loan	\$3,108
Management Fees	\$27,000
Management Reserve	\$4,118
Office Supplies	\$1,356
Pest/Termite Control	\$1,445
Postage and Delivery	\$1,310
Printing and Reproduction	\$417
Total Professional Fees	\$2,400
Security	\$7,775
Telephone	\$1,800
Tools	\$56
Total Trash Removal	\$8,700
Uniform Expense	\$152
Total Utilities	\$49,650
Yard Care	\$30,900

**E. Member Discussions** – No members participated in this Board meeting.

**G. Actions (including open actions from October Minutes)**

1. Raymond Moore will arrange an estimate to get the unpainted stairwells painted with Charlie managing the job.
2. John Southern will check status of building 6612 release and course of action needed to seek legal redress for losses working with Richard Elmes and our Attorney.
3. John Southern to get Property Management candidates from Still Serving Veterans and schedule interviews with Board
4. Linda Riley took action to coordinate Pool Contractor legal action
5. Raymond Moore will hire and schedule sign maker, pressure washer, 6611 foundation repair, finish replacing pressure relieve covers on sewer drain cleanouts and stairwell painting
6. John Southern will coordinate maintenance plan and preventative maintenance role with Charlie Tolbert with other Board members invited
7. John Southern will coordinate with Mr. Rawlinson to address the Burkes complaint and response to assure the position becomes the position of the Board rather than Mr. Southern

**Adjournment:**

The meeting was adjourned at 8:00 PM. The next regular meeting of the Board will convene in the Willow Pointe Clubhouse at 6:00 pm, January 20, 2015.