Walnut Creek Homeowners Association

Board of Directors Meeting November 20, 2023

Via Zoom

Minutes

The meeting was convened at 7:11 PM.

Clyde Lutter, Gordon Umbarger, Dave Nocket, Dave Goldstein members of the Board; Mike Coburn, Community Manager were present.

Minutes from the October 8, 2023 meeting of the Board of Directors were approved.

Mike Coburn reported the assets of the Association as of 10/31/23 were $498,562.62.

Manager’s Report

* Architectural inspections throughout the community have been completed; 36 homes were cited for corrections.
* The Board of Directors reviewed contract proposals from Pak Lawn Service & Co. and GreenSweep LLC for landscaping services for 2024. After discussion, **The Board of Directors approved the contract with GreenSweep, LLC.**
* Mike reported that the tree removal by S & P had been completed.
* The President and Secretary asked Mike to re-issue the invitation to have access to the Association website.
* **The Board of Directors reviewed and approved the 2024 Annual Budget with a 5% increase in assessments.**
* The Board asked Mike to re-draft a tow warning letter for violations of the parking rules and distribute letters to townhouse residents; and again in another 2 weeks and a final time 2 weeks later. The notice should be in both English and Spanish.
* The Board asked Mike to identify the architectural violations with the codified fine schedule for the Board to consider.
* The Board committed to the review of Architectural Guidelines which will be distributed among the Board members prior to the next meeting.

The meeting adjourned at 8:29 PM.

**These minutes were prepared by Mike Coburn for approval by the Board of Directors**