

**Minutes of the Board of Directors of the
Cogway Townhome HOA Minutes
March 22, 2017**

In attendance: Matt Tucker, Carrie McGinty, Jennifer Edgar, John Edgar, Steven Ober, and Melissa Obert

Carrie McGinty as President called the meeting to order at 6:10 pm and noted that the official Notice of the meeting was sent to all members.

Quorum and Proxies: With a majority of the board members present, either in person or by conference call, a quorum was achieved.

Approval of Previous Meeting Minutes:

The meeting minutes of the May, 2016 HOA meeting were read and discussed.

Old Business - the following listed actions were taken by the HOA, since the last meeting of May 2016.

- Parking passes were purchased and distributed
- Weeds are being pulled on a regular basis
- New decks installed

- New outside lighting installed

- Outside trim painted

Thanks Matt for getting most of these items under way prior to leaving!

Maintenance – moving forward

The gutter outside 454 is rusted - I've got one estimate for \$330. It will be a 5" – so a little wider than the others. Move forward on fixing it, or get another quote?

- It was decided to move forward. Quote was \$330.000. Estimated date of repair mid July.

Repair roof - needs new cap shingles and ridge vent.

- it was decided to move forward. Quote was \$500.00. Estimated date of repair mid July.

Should we have landscapers come out in the spring/early summer as we did 2 summers ago?

- It was decided to move forward. Matt let us know that he paid \$1,200 - \$1,500 the last time. Eco Gardens. Estimated date mid July.

Pull weeds - keep as we had last summer? Carrie has a friend that was doing it at \$11.00 an hour.

- Already in full swing.

Sprinklers/water drip – How are they turned on? Did we use them last summer?

- The sprinklers/water drip turn on is in the garage of unit 454. Carrie to talk with Randy and Tomas to see what was a typical water bill for them, and the HOA will reimburse over that amount to the new tenants in the summer months.

Maintenance – getting quotes

Where did we leave off with exterior painting – continue this summer?

- Last year we painted around the decks and red trim.

- Need to evaluate what needs to be done this year. Carrie to take pictures of problem areas and send to out-of-state HOA members. It was pointed out that we might need to seal the trim and reseal other problem areas prior to painting. Carrie to call Happy Painting and get a quote and get Josh's opinion.

Fix the brick out front (wall was hit by a car). We lost a brick. I have a name of someone that could give us an estimate.

- Carrie to call and get a quote.

Maintenance – waiting

Driveway Work – the concrete has small patches erosion. Can we wait to get it fixed, or get a quote.

- Decided to wait

Paperwork

HOA paperwork/notes on an ftp site - need to have someone scan in documents. Suggestions?

- Carrie has most of the documents electronically - she will upload documents (bylaws, covenants, minutes, etc.) to an ftp site and send everyone a link soon. This will help to have all of the information in one location for new buyers/tenants.

Financials/Review Capital Fund Status and Budget Projection - John

John went over financials - we have \$23,278 in reserves

Did we shop for insurance in Sept?

- We didn't, but John will look into it this year.

Late HOA Fees

Should we add language to our bylaws and covenants covering late HOA payment due date and penalties?

- It was decided to add an addendum to the bylaws that would outline - if a payment is late more than 5 days, \$10.00 a day will be added until the bill is paid off. John stressed in the meeting that it's preferred to have auto pay to help avoid this.

Items of homeowner concerns?

It was decided to keep the HOA dues the same @ \$250.00 per month.

It was also decided to keep the same board member positions.

HOA Elections:

- a. President: Carrie M.
- b. Vice President: Matt T.
- c. Secretary/Treasurer: John E./Jen D.

We should plan another meeting for August 2017

Minutes were submitted by Carrie McGinty June 27, 2017

