

Board of Directors Meeting – May 16, 2019 – Clarice's house

Meeting called to order: 6:38 pm

Board Members Present:

Michael Kaplan

Roger Brumley

Clarice Coffee

Officers Present:

Kate Daniel

George Henke

1. Michael asked Kate to go over the responsibilities of the Secretary as Anita Keim was present and had stated she would like to fill the open position of Secretary.
 1. Kate stated it included the following:
 1. Taking minutes of the meetings
 2. Updating website
 3. Maintaining the Gmail account and responding or forwarding emails as necessary
 4. checking the post office box
 5. updating/posting on next door
 2. Michael then asked Anita if she was still interested in filling the position
 1. Anita Accepted
 3. Michael appointed Anita as the Secretary
 4. Kate will file a supplement to Add Anita as Secretary
2. Ballots-Kate gave George the box with the returned ballots
 1. George asked if there was a deadline set for the ballots
 1. It was then determined by the BOD that the election would close on May 31st.
 2. An announcement would be posted on the website
3. Annual Assessments-Kate stated there were approximately 130 properties that need to pay 2019 Dues
 1. It was determined by BOD that an email would be sent to all homeowners to whom we had emails to remind them of the dues.
4. Walls-Michael stated that Gary (the attorney) will contact Ed with the City to find out who the true owner of the wall on Paseo De Los Pueblo between Park Plaza and Pueblos De Rodeo
 1. Clarice stated that she would send email to Gary notifying him of the picture layout
 2. It was restated that we would wait to obtain bids for the wall at Paseo and San Marcos until we know who the owner of the other wall is-that way we are only

obtaining 1 bid for both if needed. This was decided at the prior meeting and approved by BOD

5. Senate Bill 150-copy of the bill was sent to all BOD

1. Katie stated that she will need to file governing documents (CC&R, bylaws) with the county clerk's office to comply with the new HOA law.
2. We will need to set up an audit, that will need to be done every 3 years-will need to obtain a CPA

1. It was motioned and accepted that the first audit would be in the year 2022 before July 1st.

3. Budget will need to be created (need to include yearly costs for example storage and maintenance)

4. Record disclosure-10 day written notice

1. Financial records are already located on website at <https://pdrroa.org/>.

6. Requests from homeowners will need to be in writing

1. if copies of any item are requested, we may charge up to \$.10 per copy

7. Bylaws-received back from Gary

1. Meeting with the bylaws committee will need to be arranged to review changes/adjustments
 2. Need to clarify the compliance regulation for change with Gary

8. Maintenance/Landscaping-Saul will return on June 5 and June 6

1. George/Roger will meet with Saul to discuss the order of operations for him

9. Correspondence was received from a homeowner regarding annual due increase-but paid the amount

10. Correspondence was received from a homeowner indicating that we should retain a bookkeeper to keep the records. This request was considered and upon further investigation by Kate, it would cost approx. \$8000/yr and to cover those cost we would have to increase the dues over the 5% allowable increase

11. Next Quarterly meeting is scheduled for August 8th

Meeting adjourned: 8:01 pm