

## HOA Crooked Tree Estates

### Monthly Board meeting

May 15<sup>th</sup> 2018

#### Opening

Meeting was called order 7:00 PM –Shawn

#### Board Members Present

Becky Burgbacher

Judy Cox

Alex Hamet

Doug Hazen

Shawn Hopkins

Tom Molitors

Lisa Tierney

**Attending Guests;** Tom Curtin, Fred and Betty Emerson, Mike McTall, Mark Burgbacher, Dean and Cheri McCurley, Tom and Terrane Condor. Becky Milostan, Beth Culp, Chris Suarez

#### Architecture Request

Hopkins residence asking for approval on backyard fence. Motion to approve by board granted.

Shawn Hopkins –recused from voting.

#### Agenda

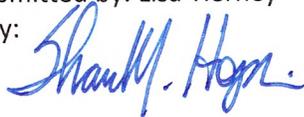
- Walking Path Update - Shawn
  - City engineer response advised that the standards we are going use to update and repair walking path are sufficient.
  - Verified insurance coverage –liability for common areas which includes walking path are covered
  - Path quotes received and updated only 1 quote includes resurfacing the access road
  - Easements and covenant updates –Doug, Becky and Lisa will research and propose in writing for section 1.4 in the HOA covenants to include walking path, easement between homeowner's driveways and front entrance to be the responsibility and is owned by the HOA. This will HOA responsible for maintenance, liability and signage notifying regulations of path.
  - Special meeting on May 29<sup>th</sup> 7:00 PM called by Shawn. Will notify homeowners in writing of this meeting.
  
- Financial Update & Capital budget - Tom
  - First quarter financial results
  - Legal Invoice regarding the walking path
  - Walking path cost recovery
  - 2018-19 Budget Motion to Approve granted
  - Annual dues have been paid by 94 homeowners except 1 family that is out of the country.

- Status of Audit
- Motion to take questions and comments from guests was confirmed at 7:12 PM
- Guest's biggest concern was walking path.
- Guests' requested help on unsightly yard situation, it was decided board members Judy and Doug will talk to homeowner. If that fails a letter will be sent to homeowners stating the covenants *guidelines 6.1.8 all lots shall be kept free of debris and clutter and shall be kept mowed.*
- Motion to extend questions was granted at 7:32 Pm Motion to close questions with guests was at 7:44PM
- Resolving poor maintenance of homeowners – each situation is unique and discussion of placing lien on homeowners only in the event if they do not repair or replace item after personal notification by board and written letter by board. Need to update covenant guideline.
- Mail box standard and policy needs to finalized and approved 2weeks. Judy will verify the correct paint color for uniformity and we can put it on Web page for Homeowner's benefit.
- Chris Suarez was permitted to speak motion approved by board for him ask about mailboxes.
- Overnight street parking –will be addressed if reported to board as a problem.
- Communicate street parking policy in covenant *6.1.11 No overnight on –street parking of any vehicle shall be allowed. City of Mason's rules of parking 48 hours.* Parking documents have been put in place.
- Motion to adjourn meeting was approved at 8:30 PM

Minutes for April 17<sup>th</sup>, 2018 and May 1<sup>st</sup> were approved and signed by Shawn Hopkins.

Minutes Submitted by: Lisa Tierney

Approved By:



### Crooked Tree Estates Architectural Request Form

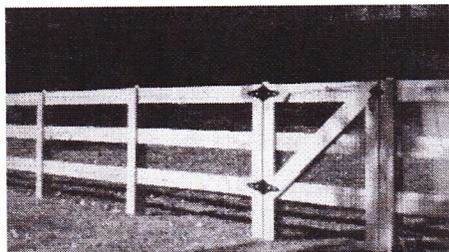
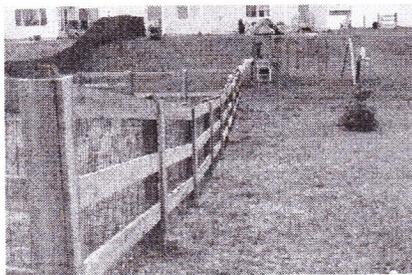
(Submit this form to Alex Hamet or a CTE HOA Board member. The board must provide a response within 30 days)

TITLE OF REQUEST:	Hopkins Fence Request
RESIDENT'S NAME:	Shawn & Jennifer Hopkins
LOT #:	134

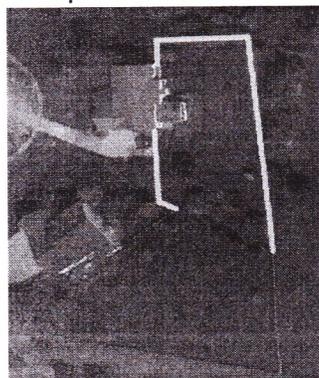
**DETAILED DESCRIPTION OF REQUEST** (Include reason why you believe this request should be approved. You can attach documents and/or provide copies of emails.)

Install a Kentucky 3 Board with fence in our backyard. The fence will be installed with a natural color and properly sealed.

Example of fence design and appearance:



Proposed location of fence:



#### Architecture & Landscaping Committee Recommendation

APPROVED  DECLINED  (Include reason for your recommendation)

The KY 3 Board Fencing is one of the approved examples used in the guidance addendum document of the Recorded HOA covenants that was dated May, 1998. It appears the fencing does not protrude from the rear of the homeowner's yard. Homeowner will assure that the fence does not exceed the boundary of their property lines and that the fence height will not exceed 4' (or 6' for any smaller areas where privacy is a concern), as recommended in said guidance. Thin wire mesh may be used as an attachment. Homeowner shall maintain the fence throughout its expected life, and will be responsible for either removing or replacing the fencing at the end of its expected life. Homeowner is advised to discuss the installation of the fencing with adjacent neighbors, if not already done.

*Alex Hamet*  
Alex Hamet

Committee Members providing recommendation:

**Crooked Tree Estates HOA  
2018 Budget Results**

**Interim Report, as of 3/31/2018**

	-budget-	-actual-	-variance-	comments
<b>Sources of Cash:</b>				
Annual dues (95 lots, \$140/lot)	\$ 13,160.00	\$ 8,820.00	\$ (4,340.00)	
Interest earned	15.00	3.73	(11.27)	
Late payment fees	65.00	-	(65.00)	
Other	-	-	-	
<b>Total Sources of Cash:</b>	<u>13,240.00</u>	<u>8,823.73</u>	<u>(4,416.27)</u>	
<b>Uses of Cash:</b>				
<b>Committee Expenses</b>				
Social Committee	1,200.00	-	1,200.00	
Communication Committee...				
Website	50.00	-	50.00	
Newsletters	50.00	-	50.00	
Landscaping Committee...				
Normal Maintenance	3,500.00	-	3,500.00	
Special Maintenance	400.00	-	400.00	
Irrigation/Sprinkler	1,000.00	-	1,000.00	
Lighting	450.00	154.88	295.12	
Total committee expenses	<u>6,650.00</u>	<u>154.88</u>	<u>6,495.12</u>	
<b>Administrative Expenses</b>				
Liability Insurance	925.00	-	925.00	
Dues notice / mailings	300.00	226.48	73.52	
Annual/Special meetings	-	-	-	
Accounting & Legal (audit/review)	500.00	495.00	5.00	
Total administrative expenses	1,725.00	721.48	1,003.52	
<b>Special Projects</b>				
[not yet identified]	-	-	-	
[not yet identified]	-	-	-	
<b>Total Uses of Cash:</b>	<u>8,375.00</u>	<u>876.36</u>	<u>7,498.64</u>	
<b>Reserves</b>				
Set aside for repair and upkeep of entrance, path, and retention basin	4,865.00	7,947.37	(3,082.37)	
<b>Total Expenses and Reserves</b>	<u>\$ 13,240.00</u>	<u>\$ 8,823.73</u>	<u>\$ 4,416.27</u>	
<b>Cash Reconciliation</b>				
Beginning balance	\$ 47,693.82	\$ 47,693.82		
plus deposits	13,240.00	8,823.73		
less expenses	8,375.00	876.36		
Ending balance	<u>\$ 52,558.82</u>	<u>\$ 55,641.19</u>		
<b>Contingency Reserve Reconciliation</b>				
Balance from prior years		\$ 47,693.82		
plus current year		7,947.37		
Ending balance		<u>\$ 55,641.19</u>		

**Accounting Notes**

- Includes dates 1/1/2018 to 3/31/2018
- Includes checks #3446 to #3450
- All bank statements are reconciled
- 64 of 95 dues have been collected
- All bills have been paid

**Contingency Reserve Notes**

- The contingency reserve is a fund set aside for (1) the eventual repair and replacement of capital assets held by the HOA; and (2) any capital improvements made by the HOA.
- Capital assets currently held by the HOA include (1) the front entry monument; (2) the retention basin on the east side of the HOA; (3) the walking path on the south side of the HOA; (4) the irrigation system at the front entry; and (5) the street signage (street names / stop-or-yield signs / no-parking signs) throughout the HOA.