

# Knolls 12 Homeowners Board Meeting

MINUTES

OCTOBER 18, 2016

6:30 PM

NANTUCKET ELEM.

<b>TYPE OF MEETING</b>	Annual Meeting – Quorum not met – will reschedule for January
<b>NOTE TAKER</b>	Corie Foster
<b>ATTENDEES</b>	Charlene, Corie, Mike, Cesar, Chantelle, Andre

## Topics

DISCUSSIONS
<ul style="list-style-type: none"> <li>• Parking – Discussed issues and possible solutions. Board will review the proposed changes to the By-Laws, and will vote whether to approve at the next meeting.</li> <li>• Trees need trimmed at 2302 Bellow. Cesar will contact the owners.</li> <li>• Meetings for 2017 need to be reserved at the Library or the School for the third Tuesday or Wednesday in January, April, and July. The Pool needs to be reserved for the July meeting.</li> <li>• Reminder -- Howard Property Management will be doing a “walk-thru” of the community (common areas as well as each home) in the spring.</li> <li>• Replacement signs have been ordered and will be installed.</li> <li>• Not sure if the landscaping company has completed the aeration and seeding. The contract included these items at a \$1500 cost. Remind On the Green to complete the aeration and seeding.</li> <li>• Tree Replacement by the storm water pond – has there been any progress?</li> <li>• Evaluate the need to trim the trees along the common areas.</li> <li>• Snow removal contract – is it up-to-date?</li> <li>• Why did we pay the State Department \$25 on 05/18/16?</li> <li>• Trash cans from Wellfleet Mews are still being put out on our property.</li> <li>• Monthly dues will not increase for 2017, but will increase in 2018. Howard Property Management contract will be up for renewal and we need to increase our contribution to the reserve account.</li> <li>• Trash and stacked wood in Christy’s back yard.</li> <li>• How are we going to document the agreement between the Wellfleet Mews Association and our association on the upkeep of the Water Structure and Pond?</li> <li>• Holiday decoration contest will continue – need to decide a date for evaluation. Board members are disqualified from winning.</li> </ul>

REQUESTS
<ul style="list-style-type: none"> <li>• Electronic copies of all signed contracts:             <ul style="list-style-type: none"> <li>○ Landscaping</li> <li>○ Pond Maintenance</li> <li>○ Snow Removal</li> <li>○ Seal Coating / Parking Lot</li> <li>○ Dog Waste</li> <li>○ Howard Property Management</li> </ul> </li> <li>• To document somewhere the “planned” reserve items, i.e., gutters, sidewalks, storm drains, water structure, lights, pavement (asphalt and seal coating)-- Howard will keep an issue list and monitor for the HOA</li> </ul>

UPCOMING MEETING
<p>Date: January 17, 2017 Location:</p> <p>Agenda</p> <ul style="list-style-type: none"> <li>• Call to Order</li> <li>• Establish Quorum</li> <li>• Approve 2015 Annual meeting minutes</li> <li>• Accomplishments in 2016</li> <li>• Plans for 2017</li> <li>• Open discussion Period             <ul style="list-style-type: none"> <li>○ Parking</li> <li>○ Trash</li> <li>○ Storm water management pond</li> </ul> </li> <li>• Budget and Financial Discussion</li> <li>• Nomination and Election of Directors</li> <li>• Review of Action Items</li> <li>• Adjournment</li> </ul>

**TO NOTE**

- Management contract will increase in 2018 approx 3-5%
- Need to contribute approximately 10% to Reserves each year
- Howard Management completes an inspection of the Common Area elements at least once a month for maintenance condition and upkeep

ACTION ITEMS	PERSON RESPONSIBLE	
Provide "Would Like items"	Cesar	
Begin an issue list and monitor to Track Reserve items (sidewalks, curbs, storm drains, pavement, (asphalt and sealcoating) lights, gutters, water structure, etc.)	Cesar	
Answer to Question: Why did we pay the State Department \$25 on 05/18/16?	Cesar / Cory	
Contact owners at 2303 Bellow and request the trees be trimmed	Cesar	
Reserve the Library or School for the meetings in January, April, and October – the Third Tuesday or Wednesday of the month. Reserve the Pool for the July meeting.	Cesar	
Replacement signs to be installed		
Remind On the Green to complete the aeration and seeding	Cesar	
Contact homeowner regarding tree replacement at the storm water pond	Cesar	
Get quote from On the Green for Tree trimming along the common areas	Cesar	
Check on contracts	Cesar	
Contact Wellfleet Mews regarding trash cans	Cesar	
Contact Christy to have her remove the trash and stacked wood in her backyard.	Cesar	
Documentation of agreement with Wellfleet Mews regarding the storm water pond	Cesar	
Establish date for Judging the Holiday Decorations Contest	Charlene, Mike, Corie (optional Andre)	
Review proposed changes to the by-laws, At next meeting Board will vote to incorporate or not	Charlene, Mike, Corie (optional Andre)	