

**Mercer Park
Board of Directors Meeting
July 30, 2013**

Mercer Park Board Members Present:

Walt Casto	Vice President
Curtis Johnson	Treasurer
Wendy Shol	Member at Large
Randy Morales	Member at Large

Association Members Present:

#18-201/Buck

Call to Order: Property Manager Len Gonzales called the meeting to order at 6:24 p.m.

Special Presentation: Brett from Ruff Construction attended the meeting to discuss upper-level deck repairs. Josh inspected the decks and found the fascia cracking and failing in a lot of areas. Management requested Ruff Construction provide a bid to address these issues as well as guarantee that the wood decks are finished properly to ensure they are protected and safe. Ruff suggested several options for moving forward with the project. The Board requested just the 3rd floor decks be addressed at this time. Management requested a written report of Ruff's findings within 7 days. The cost of providing the report would be credited to the cost of the work if the contract is accepted. Management will provide Ruff with a map of the decks to be inspected.

Community Discussion:

#18201 attended the meeting to discuss the process of selecting a new front door as they are concerned with the cost, as well as meeting fire code and architectural uniformity requirements. The Board informed the homeowner that there are no fire code requirements but that architectural uniformity is required. The Board requested the homeowner provide an exact example of what they are intending to purchase by forwarding a picture of the exact door. Upon receipt of the images the Board will review the request for approval. The homeowner will contact the manufacturer for a picture of the door.

The Board does not currently have any pre-approved doors. Once doors that meet approval have been selected, the Board will keep the information on hand for future homeowners who wish to replace their door.

Minutes of Last Meeting: Minutes from the June 25, 2013 meeting were presented for approval. A motion was made, seconded and passed to approve the Minutes. A copy of the Minutes will be posted in the clubhouse mailbox area for residents review.

Financial Report: June 30, 2013

Total Operating Income	\$41,805.99	YTD	\$274,994.27
Total Operating Expenses	\$35,499.87 utility mo.	YTD	158,818.52*(excludes transfer to & reserve exp.)
Reserve Expenses	\$10,154.48	YTD	61,678.79
Transfer to Reserves	\$ 0.00	YTD	43,024.00
Net Operating Income (loss)	\$ (3,798.36)	YTD	\$ 11,472.96

Insurance Reserves	\$ 21,444.40
Cash in Checking & Sweeps	\$ 12,374.65
Capital Reserve & CD	\$876,578.57

Total Delinquencies 5/31/13 \$ 60,386.11

Property Manager Report on Active Homeowner Delinquencies:

There are three accounts 60 days past due, totaling \$5,677.89. One account has a payment plan which will be reviewed by the Board in September. The second unit is empty and the owner is unknown at this time; notice of overdue amounts to be placed on the unit door. The third homeowner received a notice of pending collection action.

There are three delinquent accounts, from previous homeowners, that are in collection with the Association Attorney, totaling \$42,638.73. Two of these accounts have been foreclosed on by the Association. Both units are currently being rented by the Association, month-to-month while awaiting eventual lender foreclosure. All collection accounts are currently inactive but are regularly monitored by the Board, Management and Attorney for any/all potential collection opportunities.

All other delinquent accounts are less than 30 days past due or consist of outstanding fines, legal fees or late fees.

Old Business:

1. The Board examined example tinting in the Clubhouse. Discussion followed regarding removing the old blinds and replacing with tinting. The Board would like to remove all small blinds and have tinting applied. The Board reviewed a proposal from Pro-Tection to tint select windows. A motion was made to accept proposal, seconded and passed unanimously. The Board signed the proposal. Windows that are gathering moisture due to poor seals will be repaired before the tinting is installed.
2. The Board discussed proposals to replace lighting in the Clubhouse. The Board would like the hallway and mailbox areas to be lit constantly as having these areas unlit is a safety concern. Rather than replacing lights, the motion sensors should be adjusted to keep the downstairs lights on and the upstairs lights from being on unnecessarily. The hallway can lights will be adjusted to stay on all the time. The right light switch upstairs will be switched to a timer switch to keep the upstairs lights on for only a limited time. A decision regarding the chandelier will be made at a later date.

3. The Board discussed parking lot numbering and whether to have the numbering done in phases. The Board would like to have the project done all at once. The Board requested Management provide a plan for how the spaces will be numbered. Which numbers will be used and in what order they will be dispersed throughout the property.
4. The Board discussed bids regarding the old mailbox space. A motion to accept Reely Construction's bid to replace the siding in the area left bare by the old mailboxes was made, seconded and passed. Once the siding has been replaced, the Board will discuss what can go in the space (i.e. bench, pots, etc.). The Board discussed where to create a space for notices to be posted for homeowners. Ideas for where to have notices posted will be discussed at the next meeting.
5. The Board discussed proposals for updating the hardware (i.e. locks, closers, latch guards, etc.) on the Clubhouse doors. While the levers would be replaced they would be rekeyed to existing keys. The doors will be fine-tuned in the process. A motion was made to accept Bulger Safe and Lock security proposal, seconded and passed.
6. The Board reviewed a bid for tree removal outside Building 10. The Board would like two trees removed. Board approved removal of two trees. Management will get an updated bid.
7. Management gave the Board an update on the progress of Phase 1 of the Dry Rot Project. The Board reviewed the Declaration pertaining to owner responsibility for maintenance of their decks. According to the Declaration it is the homeowners' responsibility to repair and maintain the coating of the decks. Sam Warner construction has been asked to itemize this portion of the work; homeowners will be billed for the work that falls under their responsibility per the Declaration.
8. The Board briefly discussed Mid-Entry Resurface products.

New Business:

1. The tenant in #9-102 is staying and paying on a pro-rated basis until she moves or until the Trustee sale takes place.
2. The pending rental of #15-101 was discussed. A motion was made to hire an outside party to manage the unit, seconded and passed. Management will get proposals.
3. David Keene forwarded a timeline of events leading up to the need for repairs due to water damage in #5-103, along with invoices from ServePro. Management reviewed the situation with the Board and discussed which costs could be deemed Association responsibility and could potentially be claimed on the Association insurance. The Association did not approve the work and therefore won't pay any invoices until the responsibility for the work is determined. At which time the responsibility is determined, the Board will revisit the option of filing an insurance claim.
4. The Board reviewed a scope of work submitted by Steadfast Construction, Inc. for Phase 2 of the Dry Rot Project regarding 2nd and 3rd level deck repair. The Board will wait for a bid from Ruff Construction for a basis of comparison.

5. Board reviewed a bid from Superior Services for cleaning of all exterior windows, decks and balconies, as well as vinyl siding. The Board would like to postpone moving forward with this bid; however, the Board requested Management solicit bids for a general clean up (cleaning around and replacing light fixtures) around the property.
6. Annual confidence testing has been scheduled for September 10th. A notice will go out to all homeowners.
7. The Board discussed the Declarations regarding garage rental with unit rental. The Declaration states that the entire unit must be rented in its entirety. Owners who are renting their unit only and using the garage as storage are in violation of the Declaration.
8. The Board discussed the need to have front entry door options available for homeowners who want to replace their doors. As information is gathered it will be kept available for interested homeowners.
9. There has not been any interest expressed in the open Board position. Any homeowners still interested in volunteering are encouraged to do so.
10. The Board discussed adding an additional meeting to the year's schedule in order to address the volume of Association business. Management would not be required to attend this meeting.

Executive Session:

With Allan having resigned new signature cards are being ordered.

Adjournment: Meeting adjourned 9:24 p.m.

Respectfully submitted by

Shiree Teixeira
Administrative Assistant
Property Concepts, Inc.