

**Mercer Park
Board of Directors Meeting
November 19, 2013**

Mercer Park Board Members Present:

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

Association Members Present:

#11-302/Moreno

Call to Order: Property Manager Len Gonzales called the meeting to order at 6:18 p.m.

Community Discussion:

#11-302/Moreno attended the meeting to discuss deck repair invoices as well as violation notices/fines due to a privacy screen attached to the unit deck. The Homeowner paid a deposit against the full amount of the repairs. Homeowner requested payment plan in keeping with the offer made by the Board in August. The Board will review and deny/approve the payment plan during executive session. Homeowner brought up process for notifying regarding deck repairs and associated cost; felt there was poor communication about the responsibility for the cost of repairs. The privacy screen on the homeowner's deck was discussed. #11-302/Moreno feels her patio space has been made less private by condominiums built nearby. The privacy screen was installed in order to protect her privacy; the material was selected in order to mimic natural scenery. The Board will discuss the owner request for permission to have a privacy screen during the executive session.

#11-302/Moreno presented several other requests/recommendations to the Board. Homeowner would like a sprinkler in front of their unit. Management informed them the cost of installing additional irrigation is prohibitive at this time, but may be revisited in conjuncture with future projects. Rules regarding back-in parking were discussed as #11-302/Moreno feels back-in parking should be prohibited as it can have a negative impact on lower-level units. The homeowner was displeased with last painting job completed. Homeowner requested someone look at the insulation around their door as a portion was removed during recent work and they do not feel it was installed to its previous condition. Management will contact the homeowner to schedule a time to inspect the work.

Minutes of Last Meeting: Minutes from the October 22, 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:

Total Operating Income	\$47,356.49	YTD	\$510,480.87
Total Operating Expenses	\$47,040.62 utility mo.	YTD	288,859.81*(excludes transfer to & reserve exp.)
Reserve Expenses	\$16,731.21	YTD	104,169.89
Transfer to Reserves	\$ 0.00	YTD	86,048.00

Net Operating Income (loss)	\$(16,415.34)	YTD	\$ 31,403.17
Insurance Reserves	\$ 6,459.42		
Cash in Checking & Sweeps	\$ 29,969.07		
Capital Reserve & CD	\$920,574.33		
Total Delinquencies 10/31/13	\$ 60,280.50		

Property Manager Report on Active Homeowner Delinquencies:

There are three accounts 60 days past due, totaling \$13,580.89. One account has an active payment plan. The other accounts are due to maintenance charges; homeowners have been contacted to request payment.

There is one account that is 30 days past due, totaling \$476.00. The homeowner has been notified to request payment.

There are three delinquent accounts, from previous homeowners, that are in collection with the Association Attorney, totaling \$42,713.73. One of these accounts has been foreclosed on by the Association and is 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) Protection completed the Clubhouse window tinting.
- 2) Dry Vent cleaning was completed. Residents were contacted regarding interest in having their vents cleaned from the inside. Enough residents have expressed interest. Vent Cleaning will be scheduled and Management will contact residents with instructions on providing access.
- 3) Management presented an update on water damage repair at #5-103/Keene. Tersuli Construction was nearly done with repairs when a second sewer backup damaged the unit. Remediation and repairs are nearly complete and additional invoices are estimated at \$5,000.00. The owner has not been able to be confirmed or reached regarding their choice of appliances. The resources allocated for appliances in the insurance payout will be refunded to the Association if a choice is not made by the time the work is complete and inspected. This amount will be retained by the Association until ownership of the unit is determined.
- 4) Management updated the Board on mold remediation progress in #15-101/HOA. The mold mitigation inspection was submitted to the City and approved, and a reconstruction permit obtained. Maintco has begun work; cabinets have been rebuilt. The work is on schedule to be

completed by Thanksgiving. The renters accepted a reduced rent agreement and signed a release stating it was their choice to stay throughout the work.

- 5) 2013 Audit/Tax preparation – Motion made to approve audit engagement letter made, seconded and approved. Board President signed and returned Audit engagement letter.

New Business:

- 1) Gutter Cleaning and Moss Control treatment was scheduled. A second, follow-up cleaning was scheduled for the end of February.
- 2) Exterior drain line cleaning by Pipeline Plumbing has begun. The need for access to interior units will be determined based on what is discovered and sewer line layout. After the holidays, homeowners that need to provide interior access for drain line cleaning will be contacted to schedule. The Board discussed options for assisting homeowners with providing access to their units in order to help the project run smoothly. A motion made to purchase 10 key boxes for potential homeowner use, seconded and passed. The Board discussed the ongoing issue of sewer backups; why they are happening and what preventative measures can be taken.
- 3) The Board reviewed a request from a homeowner to waive a pet registration and fee for their dog. The dog will only be at the property for a couple months and is a trained service animal. The Board decided the pet does need to be registered; however the fee will be waived. In the event the pet causes any problems the pet registration will be due immediately. Management will contact the homeowner regarding the Board's decision.
- 4) Allocation of Association funds was discussed. Accounting is following up with the bank regarding the kinds of accounts used to distribute Association reserves.
- 5) Management addressed questions the Board had regarding the proposed 2014 Budget. Due to several adjustments made to the budget during the discussion, the Board requested Management update the Budget and resubmits it for review to be approved at a later date. The Board discussed the Reserve Study at length and will meet at a later date to discuss desired changes. The Board would like to meet with a representative of the company that prepared the Reserve Study to learn more about the purpose of the study and present changes to the way it is prepared in order to better suit the needs of the Association.
- 6) The Board requested Management have someone to the property to look at the brick overlay installed behind Building 2 to determine their effect and the possibility of having them removed. Removal would return the space to a uniform appearance and make way for improved drainage.
- 7) The Board requested Management obtain a bid for pressure washing of curbs. Pressure washing to remove moss and dirt will allow the curbs to be repainted in the Spring.

Executive Session:

The Board discussed a proposed payment plan for an overdue account. The Board agreed to accept the plan. Additionally, fine reduction for the same unit was discussed. Due to the length of non-compliance, the Board limited the reduction to 50 percent. The fines are to be held in abeyance for a period of one

year contingent on continued compliance. If the rule offences are repeated within this time, the full amount of fines will be reinstated. Management will contact the homeowner regarding the Board's decision.

Adjournment: Meeting adjourned at 9:10 p.m.

Respectively submitted by

Shiree Teixeira
Administrative Assistant
Property Concepts, Inc.