**Mercer Park**

**Board of Directors Meeting**

**June 25, 2013**

**Mercer Park Board Members Present:**

Curtis Johnson Treasurer

Randy Morales Member at Large

Wendy Shol Member at Large

**Association Members Present:**

#5-103/Keene

**Call to Order:** Property Manager Len Gonzales called the meeting to order at6:20 p.m.

**Community Discussion:**

#5-103 attended the meeting to discuss water damage to the unit, which they describe as being extensive. The homeowner described several water issues they believe to have caused damage to the unit, which they recently purchased, and would like the Association to submit a claim on the Association’s insurance. As remediation has already begun, the Board requested thorough documentation of the damage, including all reports submitted by ServPro and Fox Plumbing, along with a timeline of events. The Board will review the homeowner’s request following their submission of all documentation, at which point they will decide if it can be claimed on the Association’s insurance.

**Minutes of Last Minutes:** Minutes from the May 28, 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:** **May 31, 2013**

Total Operating Income $ 47079.04 YTD $233,188.28

Total Operating Expenses $ 17,847.62 non-utility YTD 123,368.65 (excludes transfer to & reserve exp.)

Reserve Expenses $ 20,492.96 YTD 31,031.35

Transfers to Reserves $ 10,756.00 YTD 51,524.31

Net Operating Income $ (2,017.54) YTD $ 15,271.32

Insurance Reserves $ 21,436.21

Cash in Checking & Sweeps $ 16,132.88

Capital Reserve & CD $876,626.89

Total Delinquencies 5/31/13 $ 59,083.11

**Property Manager Report on Active Homeowner Delinquencies:**

There is one account in collection with the Association Attorney totally $11,905.49 including legal fees. This unit was sold to a third party at the May 24, 2013 Sheriff’s Sale. The Association will receive payment of the outstanding balance in full within the next month.

There is one account 60 days past due, totaling $4,329.89. The homeowner submitted a payment plan which is pending Board approval.

There are three delinquent accounts, from previous homeowners, that are in collection with the Association Attorney, totaling $42,470.73. 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. 3 Day Blinds installed new blinds in several Clubhouse windows. The Board is pleased with them. In addition, a tinted window covering was applied to one window as a sample. Approval of the tinting will be revisited in July when all Board members have had a chance to see the sample.
2. The Board reviewed three (3) proposals for updated Clubhouse lighting. A bid by Sequoyah previously reviewed by the Board included installation of track lighting and required a more intrusive process. Bel-Red Electric and Light Doctor submitted proposals to replace light fixtures and bulbs in the existing chandeliers in order to improve lighting. The Board requested Management obtain a revised bid from Bel-Red to include higher watt bulbs. Management will forward the revised bid for review/vote via email.
3. Sequoyah Electric replaced the entry fountain area lighting fixtures, significantly improving the lighting at the property entrance. The lighting can be adjusted if necessary.
4. The Board discussed parking stall numbering. The project is on hold as the company that did the parking space striping previously would require all cars be removed from the parking lot. Management solicited a bid from second company that could complete the numbering in the event that some cars remain in the parking lot. Homeowners will still be requested to park elsewhere to protect homeowner property. Management will forward bid to the Board once received.
5. The Board discussed ideas for the old mailbox space and reviewed a proposal to restore the area with matching siding, the park bench currently inside the Clubhouse and two planters. The Board approved having the space sided; Management will obtain a bid. The proposal also offered suggestions regarding installation of a display board, for inside the Clubhouse, for posting of Association and Owner information. The Board will discuss options at the next meeting.
6. The Board discussed options for increasing the security of the Clubhouse. As replacing the doors would be a significant investment Management will look into new hardware and closure options for the doors. In addition, the Board discussed security risks posed by work-out room windows left open due to warmer weather. Management suggested installing bars to prevent entry and will obtain bids.
7. Dry Rot Repair Project Update: Phase I of the Dry Rot Repair Project is underway with several large repairs already completed. Phase II will address 2nd and 3rd level decks and will begin with scheduling inspections, beginning in July. Inspections will be followed by obtaining bids and prioritizing work. Deck inspections/damage lead to a Board discussion regarding what is allowed/not allowed on patios. Pots without “water catchers” cause deck surface damage, as do rugs and mats that retain water causing rot due to moisture. Items on deck/patio rails pose a safety hazard and can lead to rail rot.

**New Business:**

1. The Board discussed the Trustee’s Sale of the HOA owned unit #9-102 set for the end of August. The Board will inform the unit tenant of the sale and resulting occupancy ramifications.
2. Advertising/showing of the HOA owned unit #15-101 was discussed. Board member Curtis Johnson will place the ad on Craigslist. Hiring a manager for the unit was proposed. Management will provide the Board with quotes for outside management of the unit.
3. #5-103/Keene water damage repair was discussed during the Community Forum. The Board will await documentation before making any decision regarding the water damage.
4. Superior NW submitted a proposal for tree removal outside #10-101/Morales in the amount of $1,166.69. The trees are believed to be potentially unstable due to decay. The individual Board members will review the bid and address it at the next meeting.
5. BIG construction forwarded a proposal for maintenance of garage doors. While the Board has never worked with this vendor, individual homeowners may choose to have their garage doors examined for preventative maintenance purposes. Management will include information regarding garage door maintenance in a future mailing.
6. Management provided each Board member with a copy of the 2013 Reserve Study. The Board will review the study and note any questions/concerns to discuss at the next meeting. Management will request a representative from Association Reserves attend the next meeting to discuss the report.
7. Board President Allan Zander resigned effective June 21, 2013. As a result there is currently one open Board position. Management will forward a letter to all homeowners regarding the open Board position. Anyone interested in joining the Board should contact Management. The Board extends a large thank you to Allan for his years of service to the Community.
8. Community Garage Sale will be scheduled for Saturday, August 17, 2013. Management will invite homeowners to participate in a future mailing.
9. The Board discussed rescheduling the July Board Meeting. Although Board meetings are typically held on the fourth Tuesday of each month, July’s meeting will be help on the fifth Tuesday. The Board will meet in the Clubhouse on July 30, 2013 at 6:30 p.m.

**Executive Session:**

Collection action against a homeowner owing outstanding repair funds was discussed. The Board reviewed a payment plan proposed by the homeowner. The Board approved the plan for a three month period at which point the situation will be reviewed and the plan revisited. Management will inform the homeowner of the Board’s decision.

**Adjournment:** Property Manager Len Gonzales adjourned the meeting at 8:25 p.m.

Respectfully submitted by

Shiree Teixeira

Administrative Assistant

Property Concepts, Inc.