

## Board/Resident Annual Meeting Minutes 6-7-17

Meeting was called to order at 7:05 PM. All board members were present. Agenda was approved and minutes from 5-3-17 were read and approved.

**TREASURERS REPORT:** The water bill will continue to be monitored. The City of Portland has checked the consumption and there are no leaks. Conservation of water by the residents was encouraged. Because monthly expenses must be met residents were reminded that their HOA fees are required and expected to be paid every month so these expenses can be met.

**RESERVE STUDY:** David W. explained the function of the Capital Reserve Committee. The committee meets once a month on the third Tuesday to discuss the budget. This year funds for the deck painting, replacement of the fence and seal coating of the driveways have come from the capital reserves. David also explained the rotation of some of the exterior maintenance that is scheduled each year. Residents are encouraged to attend the meetings.

**EXTERIOR FACILITIES/MAINTENANCE:** Joy explained her job functions and how the work orders are processed.

**ARCHITECTURAL:** Susan explained her position as architectural chairman and the approval process for approval of outside changes, i.e. windows and garage doors. Etc.

**HOSPITALITY/CLUB HOUSE:** Susan went over the use of the club house.

**POOL:** The pool is now open. There is a need for volunteers to check the pool several times a day to comply with the state requirements for pools used by the public. A resident mentioned that they do not have a pool key and was told to contact a board member to obtain a key. The attendees were reminded that they should have received a key at the time of closing the purchase of the unit along with the rest of the keys.

**RENTAL COORDINATOR:** We have a new rental approval process. The rental coordinator will be requesting updates annually at the minimum and maybe more frequently. The new owner/tenant roster will be updated as it happens.

**GROUNDS:** The entrance could use some updating and improvement especially with a new, more visible sign and this is being investigated. Landscaping and upkeep of the common grounds is being addressed.

**OLD BUSINESS:** The proxies were counted and tabulated and the percentage was 68 %. Steve Ross has agreed to serve another term on the board. There was a call for nominations from the floor for this position. There were no nominations and Steve was elected for another term by a show of hands.

**NEW BUSINESS:** Roster is being updated and will be ready by August. The attorney has provided changes on the resolution regarding collection procedures. Attendees were informed that there are sign-up sheets on the table for the various committees and were encouraged to volunteer

**PUBLIC COMMENTS:** The meeting was opened up for public comments. There were comments about the landscaping, maybe investigating a community garden where the putting green was, having a welcoming committee to see that new owners have all the information about the community and perhaps having a community social to residents can meet their neighbors. Residents were again encouraged to sign up as a volunteer for the different committees.

Meeting was adjourned at 9:00 PM

Respectfully submitted,

Marcy Marlow, Secretary