

THREE FOUNTAINS CORPORATION

Board of Managers Meeting 24 May 2016

President:	Abby Marsh	Vice President:	Jan Hiatt
Treasurer:	Jeff Rickard	Secretary:	Kevin Haight
Member at Large:	Kathy Mehlmann	Assistant Secretary for Recording:	Katy Conroy

Minutes

Call to Order / Establish Quorum, 6PM

A. Homeowners' Forum / Questions

In response to the question about when re-roofing will begin, Chris responded it will be later this summer, 5 buildings will be done this year.

B. Approval of Minutes

Minutes of Board Meeting, 26 April 2016 approved.

C. Updates and Reports

1. April Treasurer's report accepted, subject to audit.
2. Property Manager
 - a. Ratification of matters the Board approved by email between meetings:
 - Brickman landscape proposal for Lane 1 entrance.
 - 3222 flooring.
 - 3384 homeowner will care for lawn in front of property until grass is firmly established.
 - b. 6933 mold issue, resolved.
 - c. 6967 shrubs will be removed by staff, approved.
 - d. 6985 brick wall slippage, 3 bids solicited; award of Tony Richards' bid approved
 - e. 6989 request for tree removal: pending Chris' solicitation of bids.
 - f. 3312 removal and replacement of soil, planting Vinca in the area instead of grass, approved.
 - g. A pre-bid meeting with Wiss Janney Eistner & Assoc. and roofing bidders is scheduled for Wed, 25 May.
 - h. Chris' request to rebuild the gates to the maintenance compound, approved; material will be wood, not chain link. Chris will submit price estimates to the Board.
 - i. Architectural requests:
 - 6901B remove yucca-type bush from Girard side of unit, approved.
 - 6901B provide water to the area, cost \$110, not to be taken from landscape budget, approved.
 - 3261 install new windows, approved.
 - 3378 remove 3 bushes. Owner will consult with landscape committee for evergreen replacements. Owner will purchase and maintain, approved.
 - 3274 install iron window guards to living room and den, approved.
3. Landscape Committee report-- filed with minutes
4. Activities Committee report -- summer party announcement has been mailed, RSVPs are coming in.

5. Finance Committee report – filed with minutes. The committee requested a joint meeting with the board to review roles, responsibilities & future involvement. The meeting is scheduled for 15 June, 6PM.

D. Unfinished Business

1. Of the four delinquent accounts, one is paid in full, one is expected to be paid in full by end of May, the third is still pending. The fourth is a collection issue which is still in process.
2. Jeff reported that there is not a 'fixed formula' for calculating the recommended/required amount an HOA must retain in a reserve account. Many variables go into funding agencies' calculations and these are not defined.
3. Swimming pools season will be extended through 19 September, weather permitting, approved.
4. Abby distributed to the board a summary report on the survey done by her, Kevin, Jeff, Chris & Toby to evaluate options for snow removal. Members of the Board will provide their feedback to her so guidelines can be developed and distributed to homeowners.

E. New Business

1. Acceptance of the 2014 audit – approved. Retention of Dix, Barrett and Stiltner as 3F auditing firm for upcoming year – approved.
2. Abby announced Bob Dunham resigned as chair of the Landscape Committee, and SHR expressed appreciation for his contributions. New chair of the committee is Katy Conroy and Mimi Karsh remains chair of the Finance Committee.
3. Kevin brought to everyone's attention that the Board has been remiss in reviewing our long- and short-range plans per the procedures and timing established by the By-Laws. This will be discussed further at the 15 June meeting of the Board and Finance Committee.

F. Non-Agenda Items

1. Abby asked the Welcoming Committee to assume responsibility for the nominating process to prepare for elections that will be held at the September Members' meeting.
2. Barbary Florey reported that a possible resolution to the parking violations issue could be hiring a 3rd party to monitor and enforce our parking policy. She will work with Chris to get more information from companies who do this and report back to the Board at a future date.

Meeting adjourned, 7:45

Next Regular Board Meeting: 26 June, 6PM

THREE FOUNTAINS CORPORATION

Board of Managers Meeting –June 28, 2016
Treasurer’s Report as of May 31, 2016

STATUS OF FUNDS:

Cash in Bank, Operating Fund	\$ 164,256
Cash in Bank, General Reserve Fund	\$ 232,204
Investments, Capital Improvement Fund	\$ 866,074

ACCOUNTS RECIEVABLE:

Assessments Receivables	\$ 13,025
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INCOME:

Assessments	\$ 84,692
Late Charges / Interest / Other	\$ 504

MAJOR VARIANCES (MTD) FOR THE CURRENT MONTH REPORT:

“All budget variances are at or near budget except lanes and sidewalks (1.720705) -\$3,349 which are due to shaving sidewalks, (1.701500) - \$2617 snow removal because of two big storms and (1.901101) - \$2500 income tax because of changing investments last year.

AGING REPORT:

2 Accounts over 30 Days, 3 Over 60, 3 over 90 and 1 Account in collection. All other accounts are current.

Prepared by: Jeffrey Rickard
Treasurer June 15th, 2016

References: Unaudited Balance Sheet, Income Statement, Budget Comparison and Accounts Receivable Aging Reports
Financial Statements on file with Property Manager

*Unaudited

LANDSCAPE COMMITTEE	22 May 2016
PRESENT: Katy, Kevin, Barbara	PURPOSE: Assess Lane 1 project, vendor evaluation, next steps
Jan absent, input communicated via email	

CC: 3F Board, Chris Fox (5/23/16)

The committee unanimously agreed that Katy Conroy will assume the position of chair of the committee since Bob Dunham announced he is stepping down from that position.

Budget Review:

Invoiced YTD, 75% of irrigation to lane entrances	\$9,528.00
Lane 1, remaining 25% irrigation	471.75
Lane 1, materials, labor & services	5,317.00
Total expenditures YTD	\$15,316.75
Total funds remaining	\$ 3,903.25

Vendor review:

The committee reviewed our experiences working with Brickman representative, Robin Price, from when we started the design phase for the lane 1 entrance in February to its completion 20 May. Our review is based on performance in 3 general areas: communication, service, charges. It is the consensus of this committee that Brickman is deficient in all these areas. We share this information with the Board with the expectation that future relations with the company may be closely monitored and improved. While we are pleased with the results of the lane 1 entrance, the process for getting there was unnecessarily difficult, time-wasting, and could have easily resulted in an over-priced disaster. The details of our experience are attached to this report. We leave it to the Board to decide what if any of this information they choose to share with Brickman.

Because Brickman has installed and invoiced 3F for 75% of the irrigation expansion to the lane entrances on Oneida this year we will, of course, continue to work with them to complete the planting and remaining 25% of the irrigation to those lanes as our budget permits. As we complete those other lanes next year, with the support of the Board, we hope to improve the processes and have the opportunity to negotiate some of the costs that we believe were excessive in this year's proposals.

Next steps:

With the remaining budget we will fill planters in front of the clubhouse & in the pool area then determine if funds allow us to complete any other lane entrance(s) in 2016.

We first met with Robin in March to begin the design phase for the lane entrances. After several emails, explanations and delays, she sent us 2 different designs and we realized she wasn't designing what we were asking for, so Jan took on the responsibility of drawing our concept of the design and sending that to Robin for pricing. Over the course of the next several weeks we attempted to communicate with Robin about design and pricing. Her responses were slow in coming, required reminders and prompts and often the responses were either incomplete or still inconsistent with what we believed we had spelled out in the clearest language possible. These continued delays and unresponsiveness wasted everyone's time and resulted in the planting season being upon us before we could negotiate better terms. We had to choose between accepting a proposal that was less favorable to 3 F than we wanted or postponing the whole project for another year.

So it wasn't until Thursday 19 May that Brickman's subcontractor group arrived as scheduled and completed the lane 1 entrance upgrade. We compliment them all; they were cooperative, helpful, professional gentlemen. And we were especially pleased by two things: the skill with which they maneuvered the bobcat to pick up, relocate, rotate and turn the irregular boulders every which way; and how well they cleaned up the site when they were finished—first-class. We look forward to collaborating with them as we work to upgrade the other lanes in 3 Fountains.

The project had, however, started off badly when James, the supervisor, told us upon their arrival that Robin had not provided them with any schematics of the desired layout or instructions. They arrived with bobcat, hand tools and very nice plants, but except for placing boulders as we agreed Jan would point out to them, they had absolutely no idea what they were supposed to do when they got here. James had to make two special time-consuming trips with the truck—one to buy soil amendment material, the other to buy mulch, after we confirmed with him that we did not want the red cedar mulch that he had seen on early paperwork—information that Robin had apparently not given him. Time was lost sorting out exactly what the day's program was going to be.

The bid proposal from Brickman included a \$500 charge for 'transportation and supervision'. Since Robin was the only Brickman management person we had dealt with during the entire development of the final plan, we interpreted "supervision" to mean compensation for her personal time supervising on-site. We did not see any Brickman "supervision" for the project except for James (who we believe works for some other company than Brickman) the entire time the crew was here working. When we asked Chris shortly before noon why Robin wasn't present to supervise, he told us she had been held up but would definitely be here. We were disappointed that she never showed up. Instead, three members of the Committee explained the scope of the work to the crew during the day and showed them the layout for the planting. Perhaps there is something we don't understand, but under the circumstances we would like to know the justification for this \$500 charge for supervision.

Also, the proposal Brickman submitted that was signed off on by the 3 Fountains President called for "one unit of mulch." When James returned from his trip to buy mulch, he had almost a full truckload. After spreading all the mulch required for our project, about a third to a half of the load remained in the truck. Does Brickman retaining 1/3 to 1/2 of the mulch warrant an adjustment of the cost to 3 Fountains?