

THREE FOUNTAINS CORPORATION

Board of Managers Meeting

July 25, 2017

President: Jeff Rickard
Treasurer: Kathy Mehlmann
Member at Large: Cassandra Rocha

Vice President: Barbara Florey
Secretary: Barbara Griswold

MINUTES

Call to Order / Establish Quorum - 6PM - There was a quorum present.

A. Homeowners Forum

1. 3271 - was told that work would begin on their unit tomorrow, July 26, 2017, to add 3 soffit vents. Becky Richmond and Rebecca Klein were asked by Jeff and Chris to report back on the cooling in their house after the vents are placed and again after they put added insulation in the attic at their expense.

B. Approval of the Minutes - Board of Managers Meeting, June 27, 2017 - approved

C. Updates and Reports

1. Treasurer's Report as of June 30, 2017

STATUS OF FUNDS

Cash in Bank, Operating Fund	\$ 210,435
Cash in Bank, General Reserve Fund	\$ 100,537
Investments, Capital Improvement Fund	\$ 915,546
Total Cash	\$1,226,518

ACCOUNTS RECEIVABLE

Assessments Receivables	\$ 44,905
Decrease due to payment received on property coming out of collections	

INCOME

Assessments	\$ 84,692
Late Charges/ Interest	\$ 606

MAJOR VARIANCES (YTD) FOR CURRENT MONTH REPORT:

All budget variances are at or near budget with the following exceptions:

- 1.500300 - Building Maintenance - Exterior - Actual \$3,897 - Budget \$1,700, unfavorable variance (\$2,197). Special work had to be done on a garage roof.
- 1.700125 - Turf Management - Actual \$14,605 - Budget \$19,617, favorable variance of \$5,012 - due to timing of monthly allocations.
- 1.720200 - Asphalt - Actual \$9,000 - Budget \$0, unfavorable variance (\$9,000)

- due to timing of monthly allocation.
- 1.800300 - Water and Sewer - Actual \$34,983 - Budget \$25,938, unfavorable variance (\$9,045).
 - 1.900700 - Insurance - Actual \$46,790 - Budget \$42,000, unfavorable variance (\$4,790) due to change in carrier.
 - 1.901101 - Income Tax - Actual \$5,000 - Budget \$1,752, unfavorable variance (\$3,248), estimated tax over payment will be applied to current year tax obligations.
 - Total Salaries - Actual \$130,110 - Budget \$136,989, favorable variance \$6,879.
 - 1.940208 / 1.940211 - Landscape Upgrades - Actual \$14,970 - Budget \$10,503, unfavorable variance (\$4,467) due to timing of monthly allocations.
 - Operating Account - overall unfavorable variance (\$7,805).

AGING REPORT

1 account is over 30 days, 2 accounts are in collection. All other accounts are current. In July the Board unanimously approved via email a 12 month payment plan for unit 0044.

The Treasurer's report is unaudited. The Treasurer's report was approved.

2. Property Manager's Report

1. label piping in pool mechanical area - completed 7-17-2017
 - 3336 - repair the garage door jam
 - 3238 - repair or replace side door and paint
 - 3390 - fence light won't go out - completed
 - 6927 - reattach breaker panel to wall
 - 6937 - repair hose faucet in rear - Chris stated that if the faucet is inside a fence, it is repaired at a homeowners expense. If it is outside the fence, it is repaired at the HOA expense
2. Chris talked about the venting of the 10 end units that were evaluated by the venting specialist. The specialist recommended 42 roof vents costing \$1,470 and 15 soffit vents costing \$735. The Board voted unanimously by email in July to approve \$2,205. Jeff stated that the city inspectors have approved the most recent new roofs without these improvements. The Board will evaluate the need for these improvements after learning of the difference of temperature when the work is completed at 3271 and the other 9 units.
3. Chris discussed the need to clarify **Keesen's** contract regarding flower bed maintenance and to consider a budget increase if we need to next year.
 - 3282 - new garage door - Chris approved
 - 3298 - new garage door - Chris approved
 - 6955B - new front door - Chris approved
 - 6943 - homeowner wants to remove 3 dead bushes that have been replaced once before and to place flagstone at owners expense near front door - Board unanimously approved
4. Members of the Board have noticed that the air conditioning in the Maintenance offices is inadequate. Chris stated that cleaning has been done recently by the crew and it has not improved. He believes that the duct work is inadequate. He talked about the heat being inadequate in the winter as well. The Board recommended that Chris get an estimate for heating and

HVAC work both to repair and to replace.

3. Finance Committee - Mimi Karsh said that a meeting was held on July 17 to review the streamlined budget spreadsheet for next year. Cassandra Rocha is going to schedule a time for the committee to meet with Chris to discuss a wish list. Mimi asked about a check to Energy Innovations and Chris explained that the fluorescent lights are being replaced with LED bulbs and the rebate will pay for the cost. Mimi asked about 3285 and Jeff said that our attorney has recommended that it be taken out of receivership because the property has been secured and the repairs have been made and since there is no intention to rent out the property, there is no need to incur further cost. The receiver's lien is still in place. Mimi asked about the check from Comcast and Jeff said it was in the mail.
4. Landscape Committee - The refurbishing and planting of all lane entrances along Oneida have been completed since the last Board Meeting. Keesen has sprayed for spider mites and beetles which are everywhere. There is a concern that it will kill the bees as well. The Board will wait and see the outcome. Linda Donnelly is concerned about divits in the lawn near her unit from mowing.
5. Pool Committee - The large pool has been closed unexpectedly due to algae again this year. Chris hopes it is swimmable by tomorrow.
6. Social Committee - no report

D. Unfinished Business

1. Venting of roofs - This was discussed in the Property Manager's Report. It is only for pitched roofs.
2. Security updates - Due to the break-ins that was reported in the last minutes and the newsletter, unmanned police cars are being parked on or near the property to deter this activity.

E. New Business

1. Discussion of pool passes - Barbara Griswold discussed the need to reevaluate pool passes. Jan Hiatt in 2016 gave out 8 late pool passes from her home. Barbara has given out 31. \$5 was charged last year, so that doesn't seem to be a deterrent. Pool passes were issued to make sure that new homeowners and renters sign a form attesting to the fact that they have read and understand the pool rules. The electronic key card opens the gates to the pools so the yearly issue of a pool pass, once residents have signed the form, seems unnecessary. Homeowners were concerned about owners and renters receiving this form to sign in some other way. Jeff will check with Kim, our Attorney, to make sure that we have covered liability issues. It was suggested that the form be included in the welcoming packet to new homeowners. They would sign it and it would be returned to Chris or the pool committee. Renters would be harder to contact. It will be discussed again at a later date.
2. Volunteers for the Nominating Committee - Donna Dillenback volunteered to serve as the chairman of the committee with Abby Marsh to help. They have asked that resumes be turned in before August 20, 2017 for those homeowners

who are running for the Board. This gives Chris an opportunity to get the resumes sent to residences. Two positions on the Board are available. A Meet and Greet is being planned by the Board for Saturday, September 16, 2017 from 10am to 12pm.

Submitted by Barbara Griswold, Secretary

Meeting adjourned at 7:02PM

Next Board Meeting August 22, 2017 @ 6PM

Landscaping Committee Report

for

Board Meeting 25 July 2017

Status Update - Lane Entrances Enhancement Project

Refurbishing and planting of all lane entrances along Oneida have been completed since the last Board meeting, and as stated in the June report, we are .017 over budget.

19 July 2017