

THREE FOUNTAINS CORPORATION

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

Vice President: Barbara Florey
Secretary: Barbara Griswold

MINUTES

December 19, 2017 @ 6PM

CALL TO ORDER / ESTABLISH QUORUM - 6PM

A. Homeowners Forum

1. Abby Marsh asked about the progress in getting exercise equipment for the clubhouse. Kathy Mehlmann said that in January she will go over to the equipment store in the University Hills shopping area to get costs again.
2. Nancy Atkisson asked if there has been any response to the parking rules letter with the changes that was sent out this week. Jeff said not yet.
3. Bill Wong asked if there was a list of the roofs that will be replaced next year. Chris told him that he had one in the Maintenance office. Chris also said that the roofs are reevaluated each year for the ones requiring the most need to be replaced first. Three Fountains is still looking at 5 years to complete the roofs.

B. Approval of Minutes - Board of Managers Meeting - November 28, 2017 - approved

C. Updates and Reports

1. Treasurer's Report

From the November 30, 2017 Financial Statements:

STATUS OF FUNDS:

Cash in Bank, Operating Fund	\$ 306,210
Cash in Bank, General Reserve Fund	\$ 37,631
Investments, Capital Improvement Fund	\$ 944,317
Total Cash	\$1,288,158

ACCOUNTS RECEIVABLE:

Assessments Receivables	\$ 3,104
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CURRENT MONTH INCOME:

Assessments	\$ 84,692
Late Charges / Interest	\$ 952

There are no new budget variances for this month.

In December, Three Fountains will incur sizable onetime expenses which have been anticipated. The expenses are for the installation of the back flow preventers (\$56K), the repair of a water break (\$9K), repair of a broken sewer line (\$5K), concrete repair and grinding (\$14K) and for the additional roof replacement approved by the Board for (\$43K). All expenditures will be paid out of the operating account. At this

time no additional funds are needed. The line of credit and the selling of investments will not be used.

AGING REPORT:

1 account is at 60 days, 1 account is on a payment plan and is current, and 1 account is in collections. All other accounts are current.

Unaudited Balance Sheet, Income Statement, Budget Comparison and Accounts Receivable Aging Reports

Financial Statements are on file with the Property Manager

The Treasurer's report was approved.

2. Property Manager

1. January 9, 2018 @ 3:30 is set for the next meeting with Keesen. Barbara Florey will get the Board copies of the contract so that we can read it before the meeting.
 2. Building 42 still has no gutters after the replacement of the roof.
 3. 6985 - The estimate for a second railing to be placed on the opposite wall at the entry is \$550. The Board evaluated the cost and the possibility that other homeowners would want a second railing and voted against the HOA paying for this request. The homeowner can submit a request to the Board with a picture showing the railing that they want to use and get Board approval. They would have to pay for this themselves.
 4. 6987 - No work has been done on patching the cracks in the cement of the entry due to weather.
3. Finance Committee - The Committee did not meet this month but corresponded by email. They are very appreciative of Chris Fox and the Board for keeping them updated on the various large expenses due out by the end of December. The Committee was aware of all of them except for the water and sewer leaks which were unexpected. They were all paid out of the Operating or General Reserve Funds without using the line of credit or the investment accounts. Other good news was when the Committee was apprised of the insurance commitment that the appraisal came in under budget for 2018. The Finance Committee wishes everyone from the Board to the Maintenance Staff, Happy Holidays and thank you for all of the diligent work. This was presented by Abby Marsh, Chair.
4. Landscape Committee - Katy Conroy, Chair had no report. Barbara Florey said that the brown spots on the property will be worse next year due to the lack of precipitation. Sod will be lost. Jeff said that it is fortunate that Three Fountains didn't seed those areas this year. It could have been a waste of money.
5. Welcoming Committee - The packets for new residents are being revised.
6. Social Committee - Martha Blanton thanked everyone who helped with the Holiday Party. Steve Curtis and Wes Scarborough for the fabulous decorations, Elise Fitchen, Bruce Spear, and Jill Wisheart for the implementation. Over 50 people came to the pot-luck. It was a great success.

7. Pool Committee - Barbara Griswold asked the residents present if they had any objection to eliminating the pool pass rule from the Rules and Regulations. She explained that it is an ineffective system to control nonresidents from the pool. Over 30 late passes were given out through the summer for residents who did not come to the 3 scheduled handouts.

D. Unfinished Business

1. Update on the status of communications with Parking Authority - Chris Fox, the Property Manager sent out the change to the existing rules this week to homeowner's. The parking rules were signed by the President, Jeff Rickard and the Secretary, Barbara Griswold on November 28, 2017 to certify that the Resolution was approved and adopted by the Board of Managers. Parking Authority is to be responsible for towing only. Chris Fox, Toby Bargas and Jeff Rickard will be given signature cards to sign to be able to authorize towing.
2. 3285 - The bank has had HUD out to the property to winterize it. The HUD man said that it could take 2 weeks to 2 months before the bank turns the property over to HUD and it can be sold.

E. New Business

1. Jeff Rickard apologized to Barbara Florey about an email he sent asking her to be responsible for the negotiations with Parking Authority instead of Chris Fox. Jeff thought that Barbara had prior dealings with this company and knew them. Jeff also apologized to Kathy Mehlmann for assuming that she would be responsible for acquiring exercise equipment just because she had researched it before. Kathy said that she would again go and look at the equipment but that Chris and Jeff would be responsible for the signing of the maintenance contract. Barbara Florey said that the Board needs to be more clear to each other about what we are going to do and can do.
2. Nancy Atkisson said that she lives across from 3334 and it appears to be being staged for sale. Abby Marsh said that all of the interior work on the unit has been completed.
3. 3394 - sold in 1 week for \$389,900. Jeff said that he has a service that appraises his residence on a regular basis and that his property of worth \$408,000.

Submitted by Barbara Griswold, Secretary

Meeting Adjourned at 6:33PM

Next Monthly Board of Managers Meeting is January 23, 2018 @ 6PM

THREE FOUNTAINS CORPORATION

Board of Managers Meeting – January 23, 2018
Treasurer’s Report as of December 31, 2017

From the November 30, 2017 Financial Statements:

STATUS OF FUNDS:

Cash in Bank, Operating Fund	\$ 242,559
Cash in Bank, General Reserve Fund	\$ 11,968
Investments, Capital Improvement Fund	\$ <u>950,193</u>
Total Cash	\$ 1,204,720

ACCOUNTS RECIEVABLE:

Assessments Receivables	\$ 4,823
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CURRENT MONTH INCOME:

Assessments	\$ 84,692
Late Charges / Interest	\$ 382

MAJOR VARIANCES YTD ACTUAL TO YTD BUDGET PER THE CURRENT MONTH REPORT:

I will only discuss new account variances and this month there were none.

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

1.500700 Plumbing – Actual \$ 61,211 – Budget \$ 2,000, unfavorable variance of (\$ 59,211) primarily due to the payment of the back flow preventers and a waterline repair. 1.501000 Electrical – Actual \$ 7,160 – Budget \$ 100, unfavorable variance (\$ 7,060) primarily due to work on backflow preventers.
1.700500 Tree Pruning – Actual \$ 4,600 – Budget \$10,000 – favorable variance \$ 5,400 – one tree removed near 6935 E. Girard Ave and tree inventory prepared. 1.700800 Weed & Pest Control - Actual \$10,587 – Budget \$5,000, unfavorable variance (\$5,587) due to increased spraying in Keesen contract. 1.720200 Asphalt – Actual \$11,058 – Budget \$18,100, favorable variance \$7,042 due to limited work performed by vendor this year. 1.702705 Sidewalks/lanes – Actual \$ 18,293 – Budget \$ 6,000, unfavorable variance (\$ 12,293), due to work on shaving/fixing internal sidewalks. 1.800300 Water & Sewer – Actual \$ 81,793 – Budget \$ 89,440 – favorable variance \$ 7,647. 1.900700 Insurance – Actual \$ 90,161 – Budget \$ 84,000, unfavorable variance (\$ 6,161) due to change in carrier. Operating Account overall favorable variance \$33,280.

AGING REPORT:

5 accounts at 30 days, 4 accounts at 60 days, 1 account is at 90 days, and 1 account is on a payment plan (and is current), and 1 Account is in collections. All other accounts are current.

Prepared by: Kathy Mehlmann, Treasurer
January 20, 2018

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