

## **MINUTES SUBJECT TO NEXT BOARD MEETING APPROVAL**

Date: October 21, 2004  
Place Parker Senior Center  
Attendees: President – Leonard Price – Present  
Vice President – Open Position  
Treasurer – Open Position  
Secretary - Vicki McCutchan – Present  
Member at Large – Sharon Roybal – Present  
Member at Large – Dawn Fields – Not Present  
Property Manager – Laura Williams – Present

### Minutes

#### 1. Call to Order

Meeting called to order at 7:00 pm.

#### 2. Approval of Minutes

The minutes from September 2004 board meeting were presented for approval as they are. Sharon motioned for approval and Vicki seconded the motion. Motion approved.

#### 3. Officer/Committee Reports

##### **Architectural Control Committee – Vicki McCutchan (Board Liaison)**

The ACC committee met with the walker and discovered that she did not have a copy of her job description – which will be given to her by Laura. Additionally, the ACC committee is putting together a project plan to submit to the board as to processes and procedures as well as tools and communication needed to function effectively with the board and the office. Scheduled to be turned in by mid November.

##### **Roads & Grounds Committee – Len Price**

The parking lot paint job is completed and has been brought back to the original blue print plan for parking and fire lanes. The sprinkler system has been winterized, as well as shrubs and trees being trimmed.

##### **Financial Report – Laura Williams**

The water bill was unusually high for one unit and is being looked into, which may include hiring someone to look for leaks underground etc.

We are currently under budget; however invoices for several projects have not been received yet and should be seen by October.

There are 26 delinquent homeowners and Laura is dealing with the following situations:

Demand for payment letters

Foreclosures  
Payment Arrangements  
Garnishment of wages

We have an outstanding balance in excess of \$52,000.00

**Old Business –**

The budget for the Special Assessment is scheduled for review on November 4<sup>th</sup>. If the Budget is NOT rejected by more than 51% the assessment will take place as planned for the painting and repair of the exterior. Len and Vicki will be out of town, and Laura will lead this meeting and Myra the attorney will be on hand to answer questions as well as the contractor.

**New Business –**

It is time for an Audit of the books, this will cost \$5,000.00 and the board is recommending it to take place prior to the special assessment to ensure account balances and place us in good standing prior to this project.

Our insurance policy is up for renewal and Laura has negotiated the following:

Deductible of \$2,500.00

Increase of only 5% = \$3,000.00 for the year

The office lease is up for renewal and will increase by \$30.00 per month.

Alan who was VP and Treasurer on the board has sold his home, we are looking to replace this position and ask for volunteers to step forward.

The meeting was adjourned at 7:20 pm.