

Alaskan Bay Owners Association, Inc.

Minutes of 17 January 2011

Attendees:

Guy Mapstone (President/Board), Randy Bañez (Vice President/Board/Architectural Control Committee (ACC), Lisa Rogers (Treasurer), and David Riley (Accountant) were present.

Deanne Tuckerman and Candice Britton represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order at 7:03 P.M. by President Guy Mapstone. A quorum was established with three of four board members present.

Approval of Agenda:

Lisa Rogers moved to approve the agenda. Randy Bañez seconded the motion. Motion carried unanimously.

Approval of Minutes:

The minutes of 11 October 2010 meeting were reviewed. Lisa Rogers moved to approve the minutes as written. Guy Mapstone seconded the motion. Motion carried unanimously.

Financial Report:

Lisa Rogers presented the financial report. (See attached financial report.)

Lisa Rogers moved to accept the Treasurers Report. Randy Bañez seconded the motion. Motion carried.

There are 10 Owners who have not yet paid their dues. They have been charged late fees and are being sent statements every month.

This is the last year of the verbal contract extension with the lawn care service. In the fall of this year the Board will need to get bids for 2012.

The homeowner at 3011 Bettles Bay has sent a note to David Riley's office requesting that two fines be removed from their account. They state that they discussed the problems and did not agree with the fine. The house has been repeatedly written up on drive bys for clutter violations. The Board decides to forgive the fines in this case. A letter will be sent to the homeowner stating that the fine is forgiven but that no future fines will be forgiven since they have habitual violations. Management is to take pictures of violations at this home and include pictures that have a time and date stamp along with all future violation letters. Lisa Rogers makes a motion to forgive the fines with the condition that no future fines will be forgiven. Guy Mapstone seconded the motion. Motion carried.

The homeowner at 3051 Eaglek Bay sent a letter stating that she sent a partial payment of her dues in November and that she did not receive a receipt or acknowledgement of

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payment. She included a payment with the letter but the payment was still 2 months late. Receipts have never been sent to homeowners for payment. The homeowner was sent a statement reflecting late charges for the unpaid balance of the dues. The Board decides that the homeowner should be sent a statement showing the late fees and that a note should be included stating that the Association has never sent receipts to homeowners. In a separate email the homeowner also requests that a fine for a violation be removed from her account. After reviewing the files and all the emails and letters related to the violation the Board decides the homeowner was in violation and the fine should continue to be billed to the homeowner. David will include a note informing the homeowner of the Board's decision with the next statement.

The home at 3113 Bettles Bay was recently sold. The seller had paid 1/12 of the dues to cover the time he lived in the house. The homeowners association never received closing information on the sale. A bill was sent to the owner on record and a note was received stating that the property had been sold and that there were new owners. Deanne did some research and came up with the title company and they admitted they had made a mistake. After some phone calls the title company did send over a warranty deed. However the transfer fee or dues payment were not included. David had prepared a statement for the new owners along with a letter explaining the situation to them. Deanne points out that transfer fees and dues usually come out at closing and paid by the title company. The Board feels that the new owners are not responsible for this bill. The title company should be sent a bill with a letter requesting payment including late fees. The new homeowners will be given a copy of the letter that is sent to the title company so that they are aware of the situation.

Grounds Report:

None

Architectural Committee Report (ACC):

Approval was given for new copper gutters to be installed at 10001 Eshamy Bay Drive. An approval letter will be sent to the homeowner.

Vehicular Report:

None

Old Business:

Deanne Tuckerman will not be in attendance at the Annual Meeting. Candice Britton will represent Ben Marsh & Associates. Guy Mapstone will also not be present at the meeting.

Guy Mapstone motioned to approve the Grounds, Architectural, Vehicular report and Old Business. Lisa Rogers seconded the motion. Motion carried.

New Business:

David Riley has a question for the Board regarding a discrepancy between the name on record of a homeowner and the name on the check that was received. He did some research and it appears the homeowner uses both names. He asks if the Board feels the name should be changed on the mailing list. The Board informs him he should continue using the name on record until the homeowner requests a change.

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The permit has been received for the use of Bayshore Elementary multi-purpose room for the Annual Meeting.

Next Meeting:

The next meeting will be the annual meeting 09 February 2011 at Bayshore Elementary School, at 7:00 P.M.

Adjournment:

Lisa Rogers made a motion to adjourn the meeting. Motion seconded by Guy Mapstone. Motion carried unanimously. Meeting adjourned 8:26 pm 17 January 2011.

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Minutes of 09 February 2011

Attendees:

Board Members present were Randy Bañez, Cheryl Stewart, and Micheal Hanifen. Also present were Lisa Rogers, Paula Hanifen and David Riley.

Candice Britton represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order at 8:11 P.M. by Randy Bañez. A quorum was established with three of four board members present.

Approval of Agenda:

None

Approval of Minutes:

None

Officers:

The Board members will take the following positions:

President: Randy Bañez

Vice President: Micheal Hanifen

Secretary: Jeanne Phillips

Treasurer: Cheryl Stewart

Micheal Hanifen motions that the nominations for positions be accepted. Cheryl Stewart seconded the motion. Motion carries.

The next meeting will be held on February 21, 2011 at Cheryl Stewart's home.

A new email list will be sent out to all board members so that they have updated contact info for the new Board members.

Next Meeting:

The next meeting will be 21 February 2011 at 3010 Admiralty Bay Drive, at 7:00 P.M.

Adjournment:

Randy Bañez made a motion to adjourn the meeting. Micheal Hanifen seconded the motion. Motion carried. Meeting adjourned 8:18 pm 09 February 2011.

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Minutes of 21 February 2011

Attendees:

Randy Bañez (President/Board), Michael Hanifen (Vice President/Board), Jeanne Phillips (Secretary/Board/Architectural Control Committee (ACC), Cheryl Stewart (Treasurer), and David Riley (Accountant) were present.

Candice Britton represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order at 7:06 P.M. by President Randy Bañez. A quorum was established with four of four board members present.

Approval of Minutes:

The minutes of 17 January 2011 & 09 February 2011 meeting were reviewed. Jeanne Phillips moved to approve the 17 January 2011 minutes with corrections. Michael Hanifen seconded the motion. Motion carried.

Randy Bañez moved to approve the 09 February 2011 minutes with corrections. Cheryl Stewart seconded the motion. Motion carried.

Financial Report:

David Riley presented the financial report. (See attached financial report.)

As of 21 February 2011 there are still 7 Homeowners whose dues are outstanding. There is one Homeowner who owes last year's dues in addition to this year.

The question was raised of what is being done to collect delinquent dues. David has sent out statements with late charges each month. The board would like to take a firmer stand especially with the owner who hasn't paid the past two years. They would like a firm letter to go out by certified mail letting the owner know that unpaid dues can result in liens being made against the property by the Association.

The title company that handled the closing of 3113 Bettles Bay Drive sent a check for the full amount of dues, late fees and the transfer fee that they had failed to send at the closing.

Michael Hanifen moved to accept the Treasurers Report. Jeanne Phillips seconded the motion. Motion carried.

Grounds Report:

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None

Architectural Committee Report (ACC):

None

Vehicular Report:

There is nothing major to report on the property drive by. As the Board requested, pictures are being taken of violations especially at houses where there have been repeated problems.

3011 Bettles Bay Drive needs to trim out their windows. A letter will be sent out reminding them to do this and asking them to provide a timeline for when this will be done.

On the corner of Admiralty & Bettles Bay there is a house with a garage door that has peeling paint. They should be reminded to get this painted in the spring.

Old Business:

The issue of delinquent homeowners was again raised. The number of delinquent homeowners is a little higher this year than it has been in previous years. David has been sending statements each month and he included a note letting them know that late fees are applied monthly until the dues are paid in full. The board feels that certified letters should go out to all delinquent homeowners letting them know that the Board will take legal action against delinquencies. Jeanne requests that Candice send her a sample delinquency letter to review so that these letters can be drafted. They will then be sent out by certified mail so it can be certain they were received.

Michael Hanifen moved to close Old Business. Jeanne Phillips seconded the motion. Motion carried.

New Business:

Since there is a new President and Treasurer on the Board the signature cards for the bank need to be redone. Randy and Cheryl need to be added as signers on the account. Deanne will take care of this when she returns.

There is still a fifth spot still open on the Board. While one person has said they would fill in if necessary, they have previously served on the Board and it would be nice to have some new people on the Board. In an effort to recruit some new members a letter should be drafted to be sent out to all Homeowners letting them know what position is available and what is involved.

Micheal Hanifen suggests looking in to getting a collections agency to collect unpaid dues. The threat of damage to their credit report may provide extra incentive to pay dues. The Board is unsure of whether this would be allowed according to Association CC&R's. The Board would like for Deanne to look into whether or not this would be a reasonable option.

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David was contacted by the Homeowner at 3008 Eaglek Bay Circle requesting that their late fines be forgiven. They were out of the country and did not receive their statement. They sent a letter to the Board stating their request and they have paid their dues in full.

Jeanne Phillips motioned that the late fees be forgiven. Cheryl Stewart seconded the motion. Motion carries. The homeowner will be notified that the late fees have been waived.

The website needs to be updated with the names of the new Board members.

David has prepared the tax returns for last year. He provided the forms to be signed by Randy. Taxes were owed in the amounts of \$77.00 to the IRS and \$3.00 to the State of Alaska.

One Homeowner has sent in a check making a payment towards next year's dues.

Micheal Hanifen moved to close New Business. Jeanne Phillips seconded that motion. Motion carried.

Next Meeting:

The next meeting will be Tuesday 15 March 2011 at 7:00 PM at 3010 Admiralty Bay Drive.

Adjournment:

Michael Hanifen made a motion to adjourn the meeting. Jeanne Phillips seconded the motion. Motion carried unanimously. Meeting adjourned 8:15 pm 21 February 2011.

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Minutes of 18 April 2011

Attendees:

Randy Bañez (President/Board), Jeanne Phillips (Secretary/Board/Architectural Control Committee (ACC), Cheryl Stewart (Treasurer), and David Riley (Accountant) were present.

Deanne Tuckerman and Candice Britton represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order at 7:15 P.M. by President Randy Bañez. A quorum was established with three of four board members present. Jeanne Phillips moved that the agenda be accepted. Cheryl Stewart seconded the motion. Motion carried.

Approval of Minutes:

The minutes of 21 February 2011 meeting were reviewed. Cheryl Stewart moved to approve the 21 February 2011 minutes with corrections. Jeanne Phillips seconded the motion. Motion carried.

Financial Report:

David Riley presented the financial report. (See attached financial report.)

As of 18 April 2011 there are still 5 Homeowners whose dues are delinquent. There was a returned check from one Homeowner. Deanne spoke with the Homeowner and made arrangements to pick up a replacement check but as of today no payment has been made. The question of how much the Association should charge for NSF check is raised. This issue will be tabled until New Business.

Cheryl Stewart moved to accept the Treasurers Report. Jeanne Phillips seconded the motion. Motion carried.

Grounds Report:

None

Architectural Committee Report (ACC):

None

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Vehicular Report:

There are no incidents to report. Deanne has begun to take note of the homes that still have holiday decorations up. The Board feels that since the snow is just melting a little more time should be allowed for the ground to dry out before violation letters start going out about holiday decorations.

Old Business:

The certified letters went out to the six Homeowners who were still delinquent at the time of the last meeting. Two of those seven made payments. The other four Homeowners have not contacted management in any way, including one homeowner who hasn't paid dues or late fees for over a year. Since the problem of delinquencies is a growing problem the Board feels that a stricter stance is needed and they request that Deanne contact an attorney to take further action to collect the dues. Deanne will also contact a collection agency and see if it would be practical to use a collection agency to collect delinquent dues. Jeanne Phillips moved to send the four delinquent accounts to the attorney for collections. Cheryl Stewart seconded the motion. Motion carried.

Jeanne Phillips moved to close Old Business. Randy Bañez seconded the motion. Motion carried.

New Business:

There was one volunteer for the last spot of the board of Directors. Cheryl Stewart will contact the Homeowner, welcome him to the Board and let him know the time and place of the next meeting.

Cheryl Stewart would like to look into the possibility of getting the walkway in Tract I plowed in the winter to encourage use. Jeanne Phillips points out that very little of the walkway is paved and it is decided that it wouldn't be worth plowing the little bit that is.

The issue is raised of the fence that runs along 100th Ave. The Association has maintained it for many years but now may want to consider turning maintenance over to the Owners. Cheryl Stewart will draft a letter outlining the proposed change and the Board will consider it at the next meeting.

It is time to have the dumpsters delivered. Deanne will call and arrange to have them delivered the last weekend in April and left in place for two weeks with daily dumping for the first week. Board member Cheryl Stewart feels that the Association should stop providing the dumpsters as she feels they are frequently misused. The dumpsters are already in the approved budget for this year so they will be provided this year. The Board will table this issue until it is time to work up the next year's budget. Randy Bañez moved that the dumpsters be delivered 28 April 2011 and kept for two weeks. Jeanne Phillips seconded the motion. Motion carried.

This is the last year for the mowing contract. Deanne recommends getting bids before the end of summer so that potential contractors can walk the property with Chris Brest before they put together their bids.

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After discussion the Board decides that there will now be a NSF charge of \$30.00 for all returned checks. Cheryl Stewart moved that a NSF check fee of \$30.00 be added to the House Rules. Randy Bañez seconded the motion. Motion carried.

Next Meeting:

The next meeting will be Monday 16 May 2011 at 7:00 PM at 2550 Denali Street Suite 1310.

Adjournment:

Randy Bañez made a motion to adjourn the meeting. Cheryl Stewart seconded the motion. Motion carried unanimously. Meeting adjourned 8:40 pm 18 April 2011.

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Minutes of 20 June 2011

Attendees:

Randy Bañez (President/Board), Jeanne Phillips (Secretary/Board/Architectural Control Committee (ACC)), and Mark Smith (Member at Large) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order at 7:01 P.M. by President Randy Bañez. A quorum was established with three of five board members present.

Jeanne Phillips moved that the agenda be accepted. Randy Bañez seconded the motion. Motion carried.

Approval of Minutes:

The minutes of 18 April 2011 meeting were reviewed. Jeanne Phillips moved to approve the minutes. Randy Bañez seconded the motion. Motion carried.

Financial Report:

Deanne Tuckerman read the financial report which was prepared by David Riley who could not be present. (See attached financial report.)

The number of delinquencies is now down to two.

Randy Bañez moved to accept the Treasurers Report. Jeanne Phillips seconded the motion. Motion carried.

Grounds Report:

Lisa Rogers sent an email regarding the sign at Ensign and Bayshore. It appears that a bolt has rusted through and the sign is hanging crooked. Lisa will attempt to repair it and if she cannot Deanne will find someone to take care of it.

There is a Homeowner that tore out their deck and fence and placed the wood outside with a sign on it saying it was free wood. Management has sent a letter informing them that they need to remove the wood immediately.

Management received a complaint from a Homeowner regarding a letter that was sent out about a garbage can that was out. The Homeowner states that the new garbage cans required by the waste company are too big to fit in the garage. He would like the

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Board to consider changing the House Rules regarding garbage cans. The matter will be tabled until more board members are present.

Architectural Committee Report (ACC):

There are some requests still pending regarding tree removal.

A Homeowner on Bettles Bay had some work done to their driveway. There was no request submitted regarding the heavy machinery. The work is now completed and no changes were made to the appearance. So no further action is required.

Vehicular Report:

The Homeowner at 3154 Bettles Bay has a pop up trailer in the driveway. The driveway is behind a retaining wall and the trailer is barely visible. The Homeowner sent an email stating that the trailer can't be moved for a few days until her husband returns from a trip and she cannot move it and asking for more time. The Board agrees that it is fine for the trailer to remain a few extra days under the circumstances.

There is a Homeowner parking his RV in the neighborhood regularly and there have been complaints from the neighbors. Deanne will mark the tire with chalk to keep track of its movement so that action can be taken if necessary.

Old Business:

Deanne obtained the information from a credit collection agency and the attorney on collection of dues. The matter will be tabled until more Board members are present and all have had time to review the information.

Lisa Rogers has been storing some items from the last community picnic in her garage. She is having work done to her garage and can no longer store the items. Lisa requests the Board's permission to donate these items to a charitable organization unless someone else on the Board is able to store them. Jeanne Phillips moved that the items be given to charity. Randy Bañez seconded the motion. Motion carried.

A copy of the mowing contract still hasn't been located and the contract is up this year. Deanne will contact Chris to have him bring a copy of the contract.

There is only one home that still has holiday decorations up. Management has sent a letter and will follow up.

The decision regarding whether the Association should continue maintaining the 100th Ave. fence will be tabled until more members of the Board is present for discussion, and Cheryl Stewart is present to present her findings.

Jeanne Philips moved that Old Business be accepted. Randy Bañez seconded the motion. Motion carried.

New Business:

It has been suggested that the information concerning where to go to obtain a resale certificate be added to the website. The Board feels that this would be wise. Deanne will contact the Webmaster and have the information added.

Next Meeting:

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The next meeting will be Monday 18 July 2011 at 7:00 PM at 2550 Denali Street Suite 1310.

Adjournment:

Jeanne Phillips made a motion to adjourn the meeting. Mark Smith seconded the motion. Motion carried unanimously. Meeting adjourned 7:50 pm 20 June 2011.

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Minutes of 18 July 2011

Attendees:

Randy Bañez (President/Board), Jeanne Phillips (Secretary/Board/Architectural Control Committee (ACC), Cheryl Stewart (Treasurer), Mark Smith (Member at Large) Lisa Rogers (Grounds Committee), Chris Breest (Homeowner) and David Riley (Accountant) were present.

Deanne Tuckerman and Candice Britton represented Ben Marsh & Associates, Inc.

Quorum:

The meeting was called to order at 7:02 P.M. by President Randy Bañez. A quorum was established with four of five board members present.

Cheryl Stewart motioned that the agenda be accepted. Jeanne Phillips seconded the motion. Motion carried.

Approval of Minutes:

The minutes of 20 June 2011 meeting were reviewed. Jeanne Phillips motioned to approve the minutes. Mark Smith seconded the motion. Motion carried.

Financial Report:

David Riley presented the financial report. (See attached financial report.)

Jeanne Phillips motioned to accept the Treasurers Report. Cheryl Stewart seconded the motion. Motion carried.

Grounds Report:

Lisa Rogers presented the Grounds Report. A complaint was received from a Homeowner regarding the female cottonwood trees in Tract I. Lisa proposes removing two of the female cottonwood trees since they are distributing large amounts of "snow" into nearby yards. Lisa has emailed two local tree removal companies requesting bids on the removal. Lisa also recommends that the Homeowners surrounding Tract I be sent a letter along with a map explaining the purposed tree removal and asking for any feedback. Chris Breest suggests that when the companies come to give bids on removing the cottonwoods they also be asked to give bids on removing some fallen trees and debris from the small wooded area on Tract I. Jeanne Phillips motioned that Lisa Rogers recommendation be accepted. Cheryl Stewart seconded the motion. Motion carried.

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Lisa has also been working on a mowing contract because the current contract will expire this year and new bids need to be sought. Due to time constraints Lisa feels she will not be able to get the contract written in a reasonable amount of time. Lisa requests that the Board allow her to take the information she has gathered and take it to an attorney to have the contract written. The contract needs to be very detailed so that companies bidding have a clear view of what will be required of them. Jeanne volunteers to put the contract together and to present it to the Board so that bids can be sought before the budget for next year is put together.

Jeanne Phillips motioned that the Grounds Report be accepted. Randy Bañez seconded the motion. Motion carried.

Architectural Committee Report (ACC):

There has been one paint request approved and Management has been notified to send an approval letter. The work on the requests made earlier in the year are proceeding well and many of the projects are complete.

Randy Bañez motioned that the Architectural Report be accepted. Cheryl Stewart seconded the motion. Motion carried.

Vehicular Report: None

Old Business: A Homeowner contacted Management requesting that the Board consider changing the rules regarding garbage cans being visible from the road, because the new cans required by the waste removal company are considerably larger than what was previously used. Deanne notes that many garbage cans are being left out since the change was made and that many of these are at homes that have never had violations in the past. The Board is concerned that if they change the rules it will set a precedent for other items being allowed to be visible from the road. One of the things that attract to the neighborhood is the lack of clutter in front of the homes. The Board feels that the input of all Homeowners in the neighborhood should be sought before making a decision on this matter.

Cheryl Stewart has prepared a letter to the Homeowners with the fence that lines 100th Ave. explaining that the Board is considering no longer maintaining the fence. However others on the Board feels that the fence adds to the attractiveness of the neighborhood and that turning it over to the Homeowners may result in the fence falling into disrepair. The Board decides that since the fence is not currently in need of any repairs the issue of whether or not the Association should be maintain it is not a pressing issue and that the matter of the 100th Ave fence will be tabled for a future Board to deal with when the fence requires repairs or maintenance.

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At the Board's request Deanne gathered information comparing the collection services of an attorney with what a collection company would do when it comes to delinquent Association's collections. The Board decided that they would continue to use the attorney because their method of collection will produce better results.

Jeanne Phillips motioned that Old Business be accepted. Mark Smith seconded the motion. Motion carried

New Business:

Cheryl Stewart had some questions on the fact that some of the information on the website doesn't appear to be current. Deanne explains that the Webmaster is a volunteer and that usually the website is updated shortly after the meeting. There are some newsletters missing from the website. David will provide Management with copies of those newsletters so that they can be added to the website.

There is a question on the contract with David Riley to provide accounting services. David does not have a contract with the Association, it has always been a verbal agreement. David feels a letter of engagement or a contract is unnecessary and has always understood that if the arrangement ceased to be mutually beneficial it would be terminated. Cheryl Stewart feels a written agreement may help new Board members to understand the services provided. David feels strongly that if he were to limit the scope of his work with a written contract he would end up having to charge the Association more money and he does not wish to raise his rates. The Board feels that the arrangement should remain as it stands.

A brief description of the Board member's responsibilities and the roles of the various committees were given.

A complaint was received from a Homeowner in a neighboring Association regarding the noise of drumming coming from a home in Alaskan Bay. The noise is occurring during the day and there have been no complaints from within the Association regarding the noise. Deanne has drafted a letter asking the drummer to take steps to lessen the noise. The Board approves the letter that Deanne has drafted with a few corrections. Deanne will edit the letter and it will be sent out.

There have been a couple of requests made that something be done about the issue of speeding within the Association. Deanne has done some research on having speed bumps put in. The issue has been discussed before in the past but due to the complicated procedure nothing was ever done. The person Deanne spoke to explained the process and it has been simplified greatly. Deanne placed Alaskan Bay on the waiting list for speed humps but also explained that a lot of community will be needed in order to get something done. Community council meetings need to be attended, letters need to be written and a petition needs to be signed by the majority of the neighborhood. It is suggested that the people who made the complaints be asked to help out with the process. Deanne will put together an outline of the necessary steps and pass them on to Randy to give to the Homeowners who show an interest in helping.

Jeanne Phillips motioned to approve New Business. Mark Smith seconded the motion. Motion carried.

Next Meeting:

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The next meeting will be Monday 22 August 2011 at 7:00 PM at 2550 Denali Street Suite 1310.

Adjournment:

Jeanne Phillips made a motion to adjourn the meeting. Mark Smith seconded the motion. Motion carried unanimously. Meeting adjourned 9:25 pm 18 July 2011.

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Minutes of 22 August 2011

Attendees:

Randy Bañez (President/Board), Jeanne Phillips (Secretary/Board/Architectural Control Committee (ACC), Cheryl Stewart (Treasurer) and David Riley (Accountant) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order by President Randy Bañez. A quorum was established with three of five board members present.

Randy Bañez motioned that the agenda be accepted. Jeanne Phillips seconded the motion. Motion carried.

Approval of Minutes:

The minutes of 18 July 2011 meeting were reviewed. Cheryl Stewart motioned to approve the minutes. Jeanne Phillips seconded the motion. Motion carried.

Financial Report:

David Riley reviewed the financial report. (See attached financial report.)

There is one Homeowner with a 25.00 fine owed. There are two homeowners who are delinquent in their dues. They are also being charged late fees and legal fees associated with the collection of dues. The total amount owed the Association in dues, late fees, legal fees and fines is \$2,220.00.

Both Homeowners who are delinquent have been sent to the attorney for further collection attempts. Deanne will follow up with the attorney to see where they are in the process.

Jeanne Phillips motioned to accept the Treasurers Report. Randy Bañez seconded the motion. Motion carried.

Grounds Report:

Of the 19 letters sent out regarding the cottonwood tree removal six responses were received all positive. Lisa has received bids on the tree removal and suggest going with Gage Tree Removal because their equipment is small enough to allow easy access without doing any damage to Tract I. The total cost will be about \$3000.00. The tree removal needs to be done before it snow.

Jeanne Phillips motioned that Lisa be given approval to go forward with the tree removal plans. Cheryl Stewart seconded the motion. Motion carried.

Cheryl Stewart mentions that the signs and planter boxes are showing damage and are in need of maintenance. This is something that should be figured into the budget so that the repairs can be made.

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Jeanne Phillips motioned that the Grounds Report be approved. Randy Banez seconded the motion. Motion carried.

Architectural Committee Report (ACC):

There is nothing to report.

A letter needs to be sent to the Homeowners on Rocky Bay who have a fence that is in disrepair. Since there is a dispute on whom the fence belongs to because the fence is on the property line, the Board feels that both Homeowners should be responsible for the removal or repair. Both Homeowners should receive a letter letting them know they need to cooperate on the removal or the Association will have it removed and they will be billed the cost. They will be given 30 days from receipt of the letter to correct the problem before the Board takes action.

Cheryl Stewart motioned to approve the Architectural Report. Jeanne Phillips seconded the motion. Motion carries.

Vehicular Report:

None

Old Business:

Mowing Contract: Jeanne has a draft prepared and will send it to the Board for review so that the contract can be let out to bid this year. An item will be included in the fall newsletter letting everyone in the Association know that the contract is up for bid in case there is someone in the community who would like to do it.

Newsletter: The goal is to have a newsletter prepared by September. The newsletter will include the items on the new garbage cans, the mowing contract, and the speed bumps.

Jeanne Phillips motioned that Old Business be closed. Randy Bañez seconded the motion. Motion carried.

New Business:

Budget: Cheryl Stewart has prepared a budget for 2012-2013. With the anticipated increase of lawn maintenance expenses it appears the Association's expenses will exceed the income in the upcoming year. Cheryl suggests not getting dumpsters next year to save money, and using the Reserves instead of raising the dues this year. An item will be included in the newsletter letting everyone know that the dumpsters will not be provided. If not having the dumpsters causes a problem then it will be discussed by the Board for the 2013-2014 budget.

Cheryl had requested a copy of the Association's insurance policy. It had previously been given to a Board member. Deanne will get another copy of the policy and provide a copy of that to Cheryl. Deanne will also give Cheryl a copy of the insurance policy that Ben Marsh & Associates carries that names ABOA as additional insured.

Jeanne Phillips motioned that the budget be accepted. Randy Bañez seconded the motion. Motion carried.

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Jeanne has some questions regarding the mowing boundaries for the mowing contract. After some discussion the Board settles on the boundaries of what the Association should be paying to mow.

Next Meeting:

The next meeting will be Monday 19 September 2011 at 7:00 PM at 2550 Denali Street Suite 1310.

Adjournment:

Jeanne Phillips made a motion to adjourn the meeting. Cheryl Stewart seconded the motion. Motion carried unanimously. Meeting adjourned 8:45 pm 22 August 2011.

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Minutes of 19 September 2011

Attendees:

Jeanne Phillips (Secretary/Board/Architectural Control Committee (ACC), Cheryl Stewart (Treasurer), Mark Smith (Member at Large), and Lisa Rogers (Grounds Committee) were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order at 7:07 P.M. by Deanne Tuckerman. A quorum was established with three of five board members present.

Approval of Minutes:

The minutes of 22 August 2011 were reviewed. It was noted that an amendment needs to be made to the discussion of the budget; there is no mention of the dues remaining the same for the incoming year.

Mark Smith motions that the minutes be approved with the amendment. Jeanne Phillips seconded the motion. Motion carries.

Financial Report:

Cheryl Stewart read the financial report which was prepared by David Riley who could not be present. (See attached financial report.)

A question is raised about the two bank charges for \$5.00 each that are seen on the statement. Deanne explains that these were as a result of an accounting error in her office. The problem has been corrected.

The collection process for the two delinquent Homeowners is moving forward. Deanne received a bill from the attorney for \$700.00 per Homeowner to take the next steps in the process. The legal fees will be charged through to the Homeowners. Deanne presented the Board with a copy of the letter that was sent to the Homeowners by the lawyer outlining the action that will be taken.

Jeanne Phillips motioned to accept the Treasurers Report. Mark Smith seconded the motion. Motion carried.

Grounds Report:

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Due to someone personal events no action had yet been taken on the removal of the cottonwood trees in Tract I. Lisa will contact Gage Tree Services and have them start the tree removal as soon as possible.

That will be the last major job for the Grounds Committee this year. The fence and planter box repairs will be considered next spring.

Jeanne Phillips motioned that the Grounds Report be accepted. Cheryl Stewart seconded the motion. Motion carried.

Architectural Committee Report (ACC):

The leaning fence at 2921/2931 Rocky Bay has been taken care of. Deanne received an email reply in response to the letter that she sent out to both Homeowners. A copy of the email will be filed in the Homeowner's file.

Mark Smith motioned that the Architectural Report be accepted. Cheryl Stewart seconded the motion. Motion carried.

Vehicular Report:

There is nothing outstanding to report.

The question is raised on where we are at with a solution to the speeding problem on Eshamy Bay Drive. It is explained that the speeding bump issue is still being investigated and is on hold until the Newsletter goes out.

Jeanne Phillips motions to accept the Vehicular Report. Cheryl Stewart seconded the motion. Motion carried.

Old Business:

Mowing Contract: Jeanne Phillips finished drafting the mowing contract though there are a few minor details that need to be discussed. The contract was reviewed and necessary changes are made.

Cheryl Stewart motioned to approve the contract with corrections. Mark Smith seconded the motion. Motion carried.

The next step in the process is to put the bid out to contractors. The Board had a list of about eight recommended contractors and Lisa Rogers will be contacting them so that they can submit bids if they are interested. Lisa will review all bids that are received and then submit a summary along with her personal recommendation as to which bid should be accepted for the Board to review and make a decision on.

Newsletters: The draft of the newsletter has not yet been submitted. Deanne will contact Randy and see where he is at in the process.

New Business:

It has been brought to the Board's attention that Mark Smith was never official voted onto the Board. It is not reflected in any of the past minutes.

Cheryl Stewart motions that Mark Smith be elected to the Board of Directors as Member at Large and that this election be effective retroactively starting June 20, 2011 and

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continuing for an entire term of 2 years. Jeanne Phillips seconded the motion. Motion carried.

It is further brought to the Board's attention that according to the By-laws if a Board member is missing for more than 3 consecutive Board meetings their position on the Board becomes open. Since this is the case for one of the current members there is technically a vacancy on the Board that needs to be filled. After some discussion it is decided that before any action is taken Jeanne Phillips will speak with the absent member and see if they are interested in finishing out their term on the Board. Jeanne will then report back to the Board and a decision will be made at that time.

Next Meeting:

The next meeting will be scheduled by email as there are scheduling conflicts.

Adjournment:

Jeanne Phillips made a motion to adjourn the meeting. Mark Smith seconded the motion. Hearing no further business the meeting was adjourned at 8:35 pm 19 September 2011.

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Minutes of 24 October 2011

Attendees:

Randy Bañez (President/Board), Jeanne Phillips (Secretary/Board/Architectural Control Committee (ACC), Cheryl Stewart (Treasurer), and David Riley were present.

Deanne Tuckerman represented Ben Marsh & Associates, Inc.

Quorum:

The board meeting was called to order at 7:03 P.M. by President Randy Bañez. A quorum was established with three of five board members present.

Cheryl Stewart motioned that the agenda be accepted. Jeanne Phillips seconded the motion. Motion carried.

Approval of Minutes:

The minutes of 19 September 2011 meeting were reviewed. Jeanne Phillips motioned to approve the minutes with corrections. Cheryl Stewart seconded the motion. Motion carried.

Financial Report:

David Riley presented the financial report. (See attached financial report.)

There are 2 homeowners still owing dues from previous years that are currently receiving late fee charges. There are also 2 homeowners currently owing fines for violations.

Cheryl Stewart states that once a mowing bid is accepted and a final amount is known, she will make the necessary adjustments to the budget to reflect the final amount. Once she has done this she will report back to the Board on how the mowing contract affects the budget for the incoming year.

David Riley asks to be provided with another copy of the finalized budget. He further suggests that he would like to create an analysis that the Board could review each month along with the financial report. This would show a comparison between budgeted and actual expense. David will draft a copy of this report and then present it to the Board for their suggestions.

Jeanne Phillips motioned to accept the Treasurers Report. Randy Bañez seconded the motion. Motion carried.

Grounds Report:

A letter was received from a homeowner by Deanne Tuckerman regarding various violations that he has spotted around the neighborhood. The homeowner complained of clutter violations as well as vehicles parked on the streets. Deanne explains that the homeowners with the clutter violations are being dealt with and that the vehicles parked on the street are on city property and so there is nothing that can be done about them. A letter will be sent to the concerned homeowner letting them know that the clutter violations are being handled and explaining that the Association can do nothing about

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the cars on the street but that he as a homeowner can call the city if the car hasn't moved in 72 hours.

Deanne also received a note requesting that the Association include self addressed envelopes with the dues statements. After some discussion the Board decides that this is not something they feel is practical at this time.

Jeanne Phillips motioned that the Grounds Report be accepted. Cheryl Stewart seconded the motion. Motion carries.

Architectural Committee Report (ACC):

A request was received by a homeowner to approve a new fence. The fence had already been installed when approval was requested. The fence was inspected and approval was given, the homeowner has received a letter to that effect.

Cheryl Stewart motioned that the Grounds Report be accepted. Jeanne Phillips seconded the motion. Motion carries.

Vehicular Report:

None

Old Business:

Mowing Contract: Four bids have been received on the mowing contract. Lisa Rogers will be reviewing the bids and making a recommendation to the Board. The discussion is further tabled until Lisa Rogers can be present.

Newsletter: Randy Bañez has drafted the newsletter. After reviewing it and some discussion the newsletter is approved. The final draft will be sent to Deanne by email to be delivered to the printer for mailing.

New Business:

Satellites: A complaint was received regarding the number of satellite dishes that are visible in the neighborhood. After some discussion regarding the House Rules on the subject it is decided that a reminder of the rules will be included in the newsletter.

Insurance: Cheryl Stewart reviewed the insurance policy. There are some questions and some changes that need to be made. Cheryl will report back to the Board after she has spoken to the insurance agent. The matter will be placed on the agenda for the next meeting.

Jeanne Phillips motioned to approve Old Business and New Business. Randy Bañez seconded the motion. Motion carries.

Next Meeting:

The next meeting will be Monday 21 November 2011 at 7:00 PM at 2550 Denali Street Suite 1310. The agenda for the 8 February 2012 Annual meeting will be discussed and Deanne will present the notice that is to be sent to all Homeowners.

Adjournment:

Meeting adjourned 8:15 pm 24 October 2011 by Randy Bañez.