

Participants:

Signature Staff: Leslie Champion, Property Manager & Joy in Place of Samantha Gwin

TC HOA Board Members: Don Lickteig, Gayle Voyles, John McKelvey, Jo So, and Gerald Clamors

Committee Members: Rochelle Metz and Carolyn McKelvey

Homeowner: Ken Patrick

Don Lickteig, Bd. President, called the meeting to order at 6:15 pm.

Topics Discussed:

- **Architectural Standards Committee Report was given by Rochelle Metz, Chair.**
 - Update on the completion of the Revised Rules and Regulations Handbook – Rochelle was still waiting for Daphne to send her the latest version, since the committee last worked on revisions. Leslie said she would follow-up by asking Daphne to provide the latest version of the work-in-progress document.
 - Rochelle presented the latest approval form (Nov 2010) and specifications handout (Dec. 2011) for exterior improvements to Leslie
 - Application Process was discussed – decision – Homeowners see Leslie to receive the correct form and handout; when completed they return it to Leslie to direct to the board. Don has been handling these in a timely manner and agreed to continue doing so to reduce the length of time taken for homeowners' requests to be approved.
 - The Committee will continue to walk/drive the property to identify violations (once the rules and regulations' revisions are completed) and then submit those to Leslie who will then follow the property's governing documents process for notifying homeowners of violations, giving a warning, and when necessary inform them of fines when issues are not taken care of.
 - Trash Pick Up Schedule Changes – Leslie was asked to be sure to make the signs easy to see and read and to leave them up for homeowners to see.
 - The Committee asked that the board assign a board member to attend committee meetings – assisting in clear communication between the committee and board

- **Leslie's Manager's Report**

- Financials – Still waiting for the end-of-year financials from The Tiehen Management Group – should receive them sometime next week
- Newsletter – Leslie will take over the Newsletter and try to keep it informational but fun; probably will have committee reports, letter from the President, trivia, Leawood events, etc.
- Mail Room Issues – Still waiting for the Post Office to send someone to re-key the newest parcel boxes; she will also get with Carla to determine who hasn't picked up parcels in the other boxes which can't be used at this time.
- Delinquency Report – Board members were given the most recent list of significant balances due/units and an update regarding stages of legal actions. The board approved having the attorney
 - File a lien on 12D, and
 - file for Garnishment of wages on 10H and 25L & 24H, and
 - send a demand letter on 30H.
- **Total Delinquency \$61,950.27**
- \$39,737.81 (The 8 substantial delinquencies' total)
- \$ 6, 190.00 (those in flux between payment options with change to new management)
- \$16,022.46 (74 homeowners we have been sent letters)
- Carport Electrical Issue
 - Bldg. 4 has the electrical box for the building next to it; there must be a short/break in the electrical line which provides lighting for a carport in that area – Bill believes we need to dig to find the line and then fix the broken electrical line, or purchase a battery-powered motion sensory lighting system. No one has complained, at this point.
 - Gerald volunteered to check on this and asked Leslie to wait until he could check on this issue.
- Approval of Renters Issue
 - A Lease Approval Packet will be given to the board to review
 - Discussion regarding whether the board wanted to do credit and background checks; decision – NO, just to get a copy of the lease with the information required in our governing documents (leasee(s)' full names and 12-month lease)

- Deffenbaugh Savings – Joy announced that due to their multiple site contracts she is in the process of saving us \$100/mo and a 2-yr contract instead of 3 yr.
- Revert to Owner Discussion
 - If a homeowner contacts KCP & L to cancel their service the bill would revert to TC HOA so we would know to go check the thermostat (in winter) set thermostat at 55 – 58 degrees F. to stop us from having the larger expenses from pipes bursting and flooding unoccupied units
 - **Board approved having this done.**
- Unit 31A
 - Don explained that Daphne had sent the board’s decision to deny her claim for damages, but had included that the new board would review her request. The board discussed and **confirmed that they stood by their previous decision.** The homeowner had not provided documentation (photos) of before and after – which would allow the board to determine the cause of the water damage.
- Car Ports
 - The board discussed the previous board’s decision to hold owners of car ports responsible for maintenance. A question was raised whether the garages are included in the square footage that HOA dues are set by. The board also discussed whether the amount to be collected would be worth putting one group of homeowners against another group of homeowners and whether there would then be a question of whether decks and patios are to be maintained by HOA or owners. **End decision –the board approved not billing homeowners for the maintenance costs.**
- Grinnell Closet Inspection – Don shared that he had a proposal from Grinnell for \$2,304 for annual inspection. **The Board approved hiring Grinnell to conduct the annual sprinkler closet.**
- Package Pick Up – Discussion regarding the costs and benefits of providing the service. **End Decision – Gayle will work with Leslie/Joy on investigating the price of hiring someone for package pick up,** so the board could then analyze whether it was something the association could afford – it has been an ongoing issue with homeowners.
- Budget – 2011 – The Tiehen Budget was not completed as we transitioned to Signature. Board members were given Signature’s proposed budget along with notes from the Nov. 4th Board Meeting when the previous board discussed the 2011 budget. Board members agreed to meet Saturday, January 22nd (9 am) to discuss the budget and committees.

Joy commented that Samantha will normally attend the monthly HOA meetings in her place.

Meeting adjourned at 8:15

