

Board Reviewed and Approved

**TC HOA Board Meeting**  
**January 17, 2008**  
**6:30 PM**

**Participants:** Judy Brewster, Ken Patrick, Cynthia Selder, John Clock, Rochelle Metz, and Gayle Voyles. Homeowners: Brad and Jori Church

The meeting was called to order at 6:30 PM by President Judy Brewster.

**Financials Report was given by John Clock:**

**Income** – Total Year-to-date was \$20,148 more than anticipated.

**Expenses** –

**Administrative** were \$310 *under* budget; Year-to-date was \$7,115 *under* budget.

**Service Contracts** – Expenses were \$16,159 over budget due to snow removal and the timing of the bill from Epic. Year-to-date was \$19,274 over budget.

**Repairs & Maintenance Expenses** were \$937 under budget; year-to-date was \$449 *under* budget.

**Utilities Expenses** were \$576 over budget; Year-to-Date was \$14,582 over budget.

**Taxes & Insurance Expenses** were \$254 over budget; year-to-date was \$2,064 *under* budget.

**Non-Operating:**

The Painting Company was paid \$1,481 to do interior repairs due to a sprinkler line leak at 11603 B & C.

**In Summary:**

Total Expenses (Year-to-date) were \$14,656 more than anticipated, and

Net Income (Year-to-date) was \$ 5,492 more than anticipated.

John Clock asked if any of the board members had questions regarding their financials packet. The last page of budget comparison report, the next key item—at the bottom – total expenses: we budgeted for the year, but spent 791454, increase of 14, 656.

Ken Patrick pointed out that since some of the planned (work seal coating) hadn't been completed the ending balance, is actually worse than it appears. That project's expenses will be pushed into this year.

Judy asked two questions: what happens with deficits or surpluses? If extra, it goes into reserves. If deficit—means you had to take money out of reserves. Balance sheet shows we have 239,493 in total cash accounts.

**Water Bill** – One building that uses more than twice as much water as the others. Cynthia will send a letter to that building to inquire of any possible reasons for this.

**Electricity** – One building's bill appears to be almost twice as much as others monthly expense.

## Board Reviewed and Approved

Ken: \$500,000 goal for TC's reserves—who set that as our goal?

John Clock: Jim Tiehen suggested that amount.

Private streets, pool, ponds, clubhouse, tennis courts were taken into consideration.

Rochelle – Last page – Delinquent Situation: we'll talk about later; an updated version. After the 10<sup>th</sup> of the month a late letter goes out; second month another letter is sent by John. If they don't call John to resolve the issue they are told that we will file a lien if they don't work with John within a specific time period. We must send two warnings, first.

Ken: Lien travels with the property, right? John, said, No – it doesn't go in front of the mortgage. Generally, the people going through the property have very little equity and we would get nothing.

The person who owes the most has been paying on the agreed upon payment plan. The bottom three (one crossed off in the middle) those two have a lien on their property.

Time Warner Contract – Has it been signed and delivered?

John: No, the board needs to review and vote on whether to renew.

Judy: The board did vote to renew the contract at the last meeting.

Board Member: Question regarding the exclusive access issue – how would that play into our agreement. John stated that the new law has nothing to do with our situation, unless the current law would change, or the current level of participation dropped before 70% our amount of revenue would drop.

Judy – let's hold to discuss the contract after we deal with the Architectural Standards Committee issues.

Financials – when time to redo CDs; Ken says he's used a certain research – locals APY 4.65, but 5.05 if we go National. Did we only pull locals last time? John said, Bank Midwest still offers 5%, and Tiehen always goes local.

15 months – what will occur – Staggering strategy is why we currently have shorter times locked in for CDs. John said he'd speak to accounting about the issue he had raised.

Treadmill and window tinting - we will go forward on both.

Asphalt work in the spring (recommendation of doing it all at one time); fresh seal coat this spring would give more curb appeal for those trying to sell. You would take a big hit in your reserve to do it all at one time, but it would even out in the long run.

President Brewster said the ponds have to be maintained or we could get fined. There seems to be only three options to consider: using all funds from reserves, but let homeowners know that if another big issue came up we would; ½ assessment and ½ reserves; if reserves not built back up we might have to raise dues; an assessment. Landscaping and pond issues are primary concerns of our community's homeowners.

## Board Reviewed and Approved

Winter is the recommended time for the work to be done (when ground is frozen; we may have lost that opportunity); more

If you do a special assessment for the termite; potentially everyone was affected and benefited, but the pond dredging expense benefits some more than others.

### **Pond Dredging Update-** Fourth bid was shared by John Clock:

Three initial bids for the big pond (400 feet long area; down the leg of the pond) \$140,000+ with a retaining wall south edge of the pond; \$90,000 and one at about \$85,000. No one gave a bid to dredge the entire pond. Silt is coming in off of Tomahawk Creek; the rest of the pond is not so much of the problem. The island is the big problem.

Fourth bid – island only – Jim Kidwell (\$85,000 bid) said they wouldn't just do the island it could hurt their reputation and you might not be happy with it either. \$90,000 bid's company \$34,460 to dredge just the island (Pyramid). These bids don't include fixing grass that had been damaged.

Another pond that the City will have to dredged by Dennis Johnson --\$48,715 bid for the island portion of the big pond (50-60 feet). John thinks we'd be better off not just doing the island. Cost of getting equipment here is incurred so we should get more work done. We don't want multiple events of heavy trucks on our property. Labor intensive project-- Pyramid did it last time. They have experience working on our property.

Ken – others think things need to be done to help us keep from having to do this on a more regular basis. We are bringing in so much from upstream. Rain gardens have been discussed; too much vegetation and the fact that the damn is too high.

Judy Brewster – does the board need any other information before we discuss the bids and make a decision. We are supposed to have a hard freeze this next week, if we could get on their schedule.

Board eliminated the option of paying the \$140,000+ bid; Dennis Johnson Construction to be considered. Jim Kidwell is a good contractor, Ken said. Ken said he liked Pyramid because they've worked on our pond before. John will go back and get bids from these three for the 400 feet long dredging project. John Clock will get back to the board via e-mail as soon as he receives the new bids. Ken is also interested in getting answers to how we can best reduce the chances of having to go through the dredging experience so often.

### **Cynthia's Report:**

Cynthia will put up a flyer to try to recruit more committee volunteers.

Post Office Box: two box parcel holder can be installed underneath our current mailboxes; west wall in the mailroom. Enough room for 3 sets/six boxes. Cynthia thinks we could use at least 3 sets to meet the weekend demands.

## Board Reviewed and Approved

Parcels that don't fit in the small boxes, normally how large are those? Most US postal delivered packages would fit in these.

Carla, our mail lady recommended we start with 3 sets @ \$280/set (tax and shipping costs). John said if we were going to do this he would recommend ordering one set and then see how well it works out before ordering the others. The key would be put in the homeowner's mailbox. Carla could wait three days and then take the package out and back to the station, if the homeowner didn't pick it up.

**Vote:** The board unanimously approved ordering one set of parcel boxes.

**Trash Compactor** – Request for board members' assistance on pushing the button on the trash compactor. Often, on the weekend board members could help by pushing the button several times over the weekend.

Promotional items had been placed on the sidewalk as give aways and others just put trash on the sidewalk next to them and didn't even open the door to put their trash in.

Discussion on requesting approval to get another sign to remind homeowners to push the button when they put in their trash.

Paper towels in the workout room. Jennifer replaces paper towels on weekends, but needs a step stool. Cynthia will get it for her.

Lights on the buildings – who programs them? Bill goes around every Wed. to check the lights weekly. All outside building lights are on photocell. Buildings' exposure can affect the time their individual lights come on.

**Engineer's Report (Bob D. Campbell & Co., Inc)** – Buildings with possible foundation issues. Buildings are far apart; it turned out the engineer looked at two buildings. Settlement and/or heaving were due to volumetric change in soil conditions. Items were reviewed did not indicate structural concerns. 18J & K heaving and settlement of soil was the cause. Recommendation: underpinning S wall and mudjacking the floor.

05L – had seen previously been inspected 2-07. He had recommended underpinning would not resolve the issue. He had recommended removal of soil and replacement; now permanent resolution requires a soil engineer's inspection and advice. Any repairs conducted without consultation with a soils engineer may be temporary in nature.

The Soil Engineer is scheduled to come out to take a look next week. John said they have had other properties with similar situations. The board decided to place the issue on hold until they receive the Soil Engineer's report. The Tiehen Group will get several bids, as needed, after receiving the soil engineer's report. John said this will be expensive.

## Board Reviewed and Approved

Cynthia – Cindy Young at Pauls Corp. She said they had experienced the problem previously. From her memory, they had completed work on three buildings. She would see if she could find any records.

### **ASC Committee:**

Front Storm Door Update: Jori read the Committee's Report:

- past holiday was the first time the date restriction. However, they removed them before Jan. 6<sup>th</sup>

-Storm door process is simple for the back door and Jori is suggesting that the same process be used for the front storm door.

We currently have 9 improvement applications pending. That is what we need to consider today. Can Jori just sign them as she comes in to see Cynthia.

#5 – clarification – only allowing the Anderson 3000 All Clear storm door (Model #21064) it is on the standardized improvement application, and she has been telling people verbally that this is the model they must purchase.

President Brewster shared that some of our volunteers have had too much to do; have the process move through Cynthia. She passed out a handout.

Owner gets the improvement application from mailroom or property manager

Owner fills out the form requesting the improvement with any APPROVED information to be sure the owner is using exactly the right part number and specifications and returns it to the property manager.

If the improvement application is for something other than a previously approved item, the owner returns the completed form to the property manager who submits to the ASC for review. The ASC gives their recommendations to the board for review. The board notifies the homeowner of the decision on their application.

For approved items, such as the front/patio doors, the property manager reviews approved items for completeness and accuracy, signs off on it and returns to homeowner resulting in a quicker response to a homeowner.

Property manager to present a report of all activity for that month to the board at the monthly meeting.

Who is going to tell homeowners the board's decision on the front door?

Home Depot has 5; 3 on order. Takes about two weeks to deliver. Judy alerted the Home Depot that they'll probably have several people in to purchase this door.

There is a paragraph in the Improvement Application that spells out the owner is solely liable for upkeep, etc.

The following is in the ASC committee information:

## Board Reviewed and Approved

As a condition of approval for a requested architectural change, modification, addition, or alteration, and any ensuing change, modification, addition, or alteration of the grounds or landscape effected to facilitate an architectural change, modification, addition, or alteration. An owner, on behalf of himself or herself and his or her successors-in-interest, shall assume all responsibility for maintenance, repair, and replacement and insurance to or on such change, modification, addition, or alteration. In the discretion of the Board, an Owner may be made to verify such condition of approval by written instrument acknowledged by such Owner on behalf of himself or herself and his or her successors-in-interest.

Jori has a friend who specializes in erosion; she knows building 18 is an erosion issue. She'll try to get the Johnson County Extension Office rep out here to review the pond dredging issue and building 18 issue. Thank you.

Clarification: In the by-laws it says committees review and make recommendations to the board. The board then makes a decision.

Go back to the bylaws prior to notifying applicants all decisions of the ASC must be submitted to the board.

Jori showed Judy Brewster the form; she just puts when they received it. Cynthia is giving homeowners a copy of the approved improvement application.

Added to the Application Form: Owners responsible for any and all damages caused by the door. The new storm and screen doors must be well maintained.

ASC Committee: Ed Reitz, Carolyn McKelvey, Jori Church (Ken Patrick, board liason)  
Meets next, Jan. 22<sup>nd</sup> at 5:30 pm, at the TC Clubhouse.

Landscaping Committee: It would be nice to have open spots filled on this committee.

President Brewster was visiting with John Clock and learned that Jan. 31<sup>st</sup> is when their contract is up. We have to give 60 days notice if not going to renew. President Brewster wants the board to suggest three things they want the Management Company to be sure to complete:

Ken – we should have interviewed other companies

Before he was on the board, he asked John Clock ok, if we're doing this I hope  
That as we replace siding we are using an improved product. John's way of handling is to give reasons why not to do something.

John's way of relating to the board – could be improved.

Cynthia is sweet but Ken thinks she isn't always aware of what is going on on the property.

## Board Reviewed and Approved

This time around with D. Smith's attacks – my inclination is to renew and next time I'd like to interview other management companies.

Landscaping – we've been unhappy for ever.

Ken, thinks The Tiehen Group has a good name, but he doesn't feel our experience has been as positive as their reputation. Bill doesn't seem to have the skills needed and he seems to be on his cell phone much of the time. Exercise room has been messed up for a long time. I think we're getting a marginal product. Think ahead and start interviewing other possible management companies possibly starting in six months. Tiehen Group needs to take more ownership of problems occurring across our property—they should be better at handling the Vendors and answer the emergency calls.

Jennifer – Agreed with some of Ken's comments, but also stated that the property is too large for one person to know what's going on at any given time. Bill, I don't know what he does. I don't know?

Gayle – Landscaping Accountability, Documentation of Projects Completed, Bill's Routine, etc.

Rochelle – Happy with Cynthia and Bill; Landscaping Accountability,

President Brewster will look over the contract, but together top three concerns – send to board members to review and revise; respond by Jan. 25<sup>th</sup> to President Brewster. Sign their contract.

**Website Update** was given by Ken: Apparently, Gerald has been unwilling to pass the password on so our new tech person can access the site to set up our community's website. Ken finally got his Go Daddy contact involved in trying to resolve the issue. Ken hopes to get this moving by next week.

**Committee Names:** Jennifer Nearing, V. President passed out the list of committee volunteers.

Historian – position suggested for Rochelle to keep a notebooks with decisions made and organized with topic/tabs. Ken – ideally, if we could get things scanned into a computer and saved into a database and do a word search for the document. To start out with Judy was thinking of using a notebook and bring it to all board meetings. Rochelle agreed to do this.

One last thing -- the timing of this meeting. John and Cynthia would love to meet at 6 PM. If John is kept longer than an hour, the TC HOA is to be paid \$100 an hour. The board decided to compromise and meet at 6:15 PM. Quarterly meetings will stay at 7:00 PM.

Board Reviewed and Approved

Jan. 21<sup>st</sup> Landscaping Meeting – President Brewster will send out the Agenda and reminder that the time is 6:15 PM. If we need to meet in two weeks, we can, but President Brewster hopes to keep our meetings to twice a month.

The meeting was adjourned by President Brewster at 8:30 PM.