

Sterling Hills Townhome Association (THA)
Annual Meeting Minutes
November 10, 2015

Members of the Sterling Hills Townhome Association met at Cavett Elementary School on Wednesday, November 10, 2015 to discuss and vote on the following agenda items: 2014 - 2015 income and expenses, past due accounts, 2016 budget, web-site update, on-site document destruction and clean-up day, capital improvements, and election of a new Board member.

The following Board members were present; Rick Garneau (President), Ryan McKay (Vice President) and Paula Dicero (Secretary/Treasurer and THA Manager). A sign in sheet with names of members who attended is on file along with these minutes at the THA office. The meeting was called to order by Garneau at 6:30 P.M. with roll call of Board members and approval of the November 12, 2014 annual meeting minutes. There was no discussion of the minutes. Motion was made by Garneau to approve the minutes and seconded by Pierce. Motion carried.

Dicero presented income and spending for 2015; noting management and corporation expenses decreased this year due to completion of detention cell work and a fence policy in 2014. Dicero added utilities dropped also in 2015 because of an abundant rainfall during the spring and summer months and less need to run the sprinkler system.

Under repair and maintenance, Garneau noted sprinkler maintenance cost increased due to adjustments to the system in order to resolve issues with dry upper and soggy lower areas. Garneau said sprinkler heads were changed out with new heads provided for a better coverage in a few areas, and added this did not resolve all problems, however the new provider has mapped out the system and the Board will be working on more problems as they are addressed. Garneau noted; allowing sprinklers to run during the day for the first two weeks seemed more successful in spotting areas which needed adjustment after the initial start-up. Dicero shared; other items of repair and maintenance this year concerned finishing the detention cell with rip-rap, cleaning of the detention cell from illegal dumping, and street tree maintenance and replacement.

Dicero talked about services and community contributions. Dicero noted providers were changed in 2015 due to member complaints, increase in provider fees and not following direction of the Board. Dicero stated snow removal, lawn care and sprinkler services were combined under one provider this year. Dicero added the only community contribution this year was a fee for the Sterling Hills web site domain. Garneau requested Dicero to add the web site address to all future correspondence.

Dicero presented the 2016 budget and noted a reduction in management and office expense will continue in 2016, lowering total corporation expenses. Dicero said utility cost was increased slightly to prepare for a dryer summer in 2016. The cost for repair and maintenance will be less in 2016; however services will increase because of adding aeration to the lawn care and an increase for snow removal. Community services will stay the same. Motion was made by Garneau to approve the 2016 budget and seconded by Neth. Motion carried.

Dicero presented a hand-out showing a comparison of monthly income and expenses at the top of the page, through November 10, 2015, and called attention to months the THA has more expenses than income, adding, having a reserve helps during times when expenses exceed income. Dicero noted the pie chart at the bottom of the sheet, explaining, repairs and maintenance account for 55% of expenses, refuse pick up is 24%, property management is 12% and utilities are 6 ½%, leaving the rest of expenses around 1%. Dicero addressed the aging summary on the back of the hand-out and said she was a bit frustrated with non-payment of dues from a few members. Dicero stated dues are due the first day of the month they are due in and any member who is late with payment more than 30 days receives a statement and finance charge. Dicero added as of November 10th, 36% of the members were 1 – 30 days past due; 17% were 31 – 60 days past due, 10% were 61 – 90 days past due and 4% were over 90 days past due. Dicero explained how she sends a statement after 30 days, a reminder after 60 days and a lien notification letter after 90 days. Dicero shared she will work with members falling on hard times when they contact her; however there are presently four members who have liens filed against their property and have made no attempt to contact her or resolve the debt. Dicero presented options for collection of dues consisting of turning the debt over to a collection agency, hiring an

attorney to sue the member, or leaving collection as it is; which is filing a lien and waiting until the property is refinanced to get paid. Garneau added another option is to cut off services to members who do not pay for them. Members suggested this might be difficult to do because of having to separate services provided and also no longer maintaining the neighborhood for other members.

Motion was made by Neth to charge a late fee, as mandated in the Covenants, of \$20.00 on accounts over 30 days past due; and seconded by Teager. Motion was amended by Neth to add; Dicero would mail a notice out to all members when she sends out the minutes which says the THA will start charging this fee beginning January 1, 2016; and seconded by Teager seconded. Motion and amendment carried.

Motion was made by Neth for the manager to turn over any past due accounts over 90 days to a professional recovery company for collection beginning January 1, 2016; and seconded by McKay. Motion was amended by Garneau to include the notice also with the minutes mailing and to add the notice to all statements; seconded by McKay. Motion and amendment carried.

Under Old Business, Garneau opened discussion on the web site by presenting Teager with a gift certificate from the THA and thanking him for his help in implementing and working on the Sterling Hills web site. Neth said he would like to see a notice about the O'Shea garage sales on the website so members who want to have their garage sales at the same time could. Dicero agreed and said she would do this.

Dicero commented on document shredding and clean up days, sharing there was not enough interest in document shredding to keep it; however the clean-up day was so successful this year that instead of leaving the dumpster at Sterling Hills until Monday, it was filled and Palmer took it on Saturday instead. Dicero noted there was miss-communication with Palmer again on times they would be at Sterling Hills and she was not aware the THA could only fill up the container once. McKay suggested the THA try to negotiate for two dumpsters in exchange for the shredding day next year.

Dicero gave a follow-up on detention cell work in 2014 and 2015 and presented a maintenance Program which was given to her by the City at the time they inspected work at the detention cell. Dicero said the City is requesting the THA to inspect and maintain the detention cell by implementing weed control during spring and summer months, checking after each significant rain and removing debris, checking inlets and outlets for clogging and repair, check annually for sediment accumulation, replace vegetation and remove volunteer trees in the spring and fall, mow and check for excessive erosion or mow in the fall at a minimum. Garneau instructed Dicero to notify the present provider for lawn care and get a price for doing required work in the detention cell and requested Dicero to check about the cost of planting seed again and watering it in the outlots. Neth suggested seeding in the spring since seed planted last fall did not take due to a dry winter.

Dicero shared the only expense for street trees would be to mulch and trim in 2016. Garneau noted that members at last year's meeting voted to make an amendment to the tree policy to leave it up to the professional to determine the type and size of the tree to be planted, to determine if the area is viable to plant a tree and for the Board of Directors to take administrative control over the street tree replacement.

Dicero noted some of the private roadways pavement is failing and stated she would like to start a dialog with paving companies to see what the cost would be for the THA to repair portions of private roadways in the future.

There were no notifications from members to speak at the open forum discussion and Garneau removed it from the agenda.

The Board thanked McKay for his time as interim Vice President. Garneau ask for nominations for the open position on the Board of Directors. Neth commented that he was interested in the position and shared about his background and vision for the THA. Garneau nominated Neth for position on the Board. With no other nominations, Neth was elected to serve a three year term.

Motion was made by Pierce to adjourn, seconded by Neth and carried unanimously. Meeting was adjourned at 8:10 PM.

Sterling Hills Townhome Association (SHTHA)
Board Meeting Minutes
November 10, 2015

Members of the Sterling Hills Townhome Association Board of Directors met at Cavett Elementary School on Wednesday, November 10, 2015 at 8:15 PM.

Motion was made by Garneau and seconded by Dicero to approve the November 12, 2014 minutes. Motion carried.

Motion was made by Dicero and seconded by Garneau to appoint Rick Garneau as President, David Neth as Vice President, and Paula Dicero as Secretary / Treasurer. Motion carried.

Garneau gave the Board an update about Forest Lake and addressed problems concerning the owner not following up with phone calls and request from the Board and Manager during the month of October. Dicero shared with the Board that the problem was due to family medical issues and she had talked with the owner and the concerns have been resolved. Dicero suggested that the Board go ahead with the agreement with Forest Lake for the next two years in order to keep costs from increasing for the THA; however requiring the owner to sign a contract which would give the Board and out should the problem happen again. Members of the Board agreed and directed Dicero to draw up the contract and have it signed for two years. Garneau noted that the Association should have contact information of a crew person to contact, should the owner not be able to return the call. All agreed.

Members exchange contact information and meeting adjourned at 8:30 PM.