

Sterling Hills Townhome Association (SHTHA)
Board Meeting Minutes
September 7, 2016

Members of the Sterling Hills Townhome Association Board of Directors met for a special meeting which was called by Rick Garneau at 3509 Grainger on Wednesday, September 7, 2016 at 5:30 PM to discuss complaints made by Virgie White about damage to her driveway created by snow removal. Present were; David Neth, Vice President, Paula Dicero, Secretary & Treasurer, Jason White, son of Virgie White, and Scott Miller, owner of Forest Lake Nurseries and snow removal provider. Rick Garneau and V. White were not present.

J. White presented complaints that V. White had about, noting damage to her driveway and called attention to two chipped areas on the west edge of the driveway toward the middle of the driveway by an expansion joint and another area on the east side of driveway at an expansion joint northeast of the first location.

Dicero shared that Board members had previously met with V. White on her complaints on the driveway and read an email from Garneau, dated June 29, 2016 which acknowledged that Garneau and Miller had met with V. White on June 28th to look at the driveway. The email stated the following: *"Scott assured Virgie that the pitting/spalling in her driveway could have been caused by several issues but not the blade of the bobcat during snow removal. He did point out the orange-ish transfer on the driveway. He said that when the blade scrapes the snow, it will leave some rust of the blade on the driveway. He assured her the damage she showed us would not lead to replacing her driveway. She does have a large crack at the top of her driveway that covers two whole sections. Scott told her in the winter as water gets into those crack and freezes it will cause further damage and those 2 sections will need to be replaced at some point. Scott asked Virgie if she would like him not to use the bobcat in the future and just remove snow by snow blower and shovels. Virgie responded with, whatever you think is safest for me. Scott will use snow blowers and shovels only on Virgie's driveway at no additional cost to the association."*

Dicero stated the association would fix the chips in the driveway with a self-leveling concrete repair which is normally used and noted that Miller has agreed to shovel V. White's driveway by hand and with a small push snow-blower from now on. Miller stated he would need to flag V. White's property with something for his crews to identify so they would give the property special treatment and agreed with Dicero that he would do this. J. White stated he was going to repair the large crack across the driveway by the garage and he would fill the chips at the same time. Dicero asked J. White if he would like her to visit with his mom about what took place at the meeting and J. White said he would talk to her.

Dicero then took Miller and Neth to a site at 3511 and 3521 McLaughlin and shared the first complaint was given to Miller awhile back and he followed up with her that there were no sprinklers in the area to water the grass and it died as a result of the soil being shallow because of the inlet. Dicero pointed to three sprinkler heads and suggested the sprinklers were broken or there were grubs or fungus. Miller replied that the soil was wet and lifted the dead grass to check for grubs. Dicero requested Miller to check the sprinklers and make sure they were working, then replace the areas which are dead with new sod. Dicero also pointed out areas Miller needed to check on the other side of the sidewalk in the yard and also a yard on the northeast corner by South 35th and McLaughlin. Miller said he would take care of it when the temperatures are cooler. With no other business to discuss, meeting adjourned at 6:00 PM.

Sterling Hills Townhome Association (THA)
Annual Meeting Minutes
November 8, 2016

Members of the Sterling Hills Townhome Association met at Cavett Elementary School on Tuesday, November 8, 2016 to discuss and vote on the following agenda items: 2016 services update, 2015 & 2016 income and expenses, 2017 budget, past due accounts, debt collection, THA policies, process and procedures for Covenant infractions and service complaints, website update, and election of a new Board member.

The following Board members were present; Rick Garneau (President), David Neth (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. Minutes are also posted to the THA website. Meeting was called to order by Garneau at 6:00 P.M. with roll call of Board members and approval of the November 10, 2015 annual meeting minutes. There was no discussion of the minutes. Motion made and seconded to approve. Motion carried.

Garneau introduced Scott Miller of Forest Lake Nurseries as THA provider for lawn care, sprinkler maintenance and snow removal. Miller spoke about his company and gave a summary of the services he provides. Discussion followed and with no member concerns, Garneau closed the discussion. Dicero opened discussion on the refuse removal service with Waste Connections of Nebraska and asked if members were satisfied with the new service since they took over for Palmer Refuse. Dicero said there was not a clean-up day this year and members noted that last year the dumpster at Sterling Hills was to be left until Monday, however it was filled and Palmer took it on Saturday instead. Dicero said there was miss-communication last year and the Board was wondering if the association should even keep a clean-up day. McKay suggested the THA keep the clean-up day because it is in the contract and negotiate for a dumpster to use next fall.

Dicero presented income and spending for 2015 and 2016. Dicero also called attention to the Special Projects Profit and Loss Statement showing how the five dollar increase in dues was spent on needed projects for community property owned by the THA. Dicero called attention to areas of paving needing repair on the private roadways and said she would contact contractors for estimates. McKay volunteered to help review the bids and advise Dicero on construction of the roadways, noting he worked for Dept. of Roads. Dicero shared about debt recovery on three accounts which were turned over to a professional recovery company. Dicero presented the 2017 budget, saying most of the expense amounts from 2016 would carry over to the 2017 budget because of the THA retaining existing vendors. Dicero called attention to the last column which shows a monthly cost per member for each item in the Budget. Motion made and seconded to approve the 2017 budget and include a balance sheet with it in the mailing. Motion carried.

Written policies for parking, snow removal, lawn care and street trees were presented by Garneau and Dicero for approval and signing. Dicero explained the policies were either previously addressed at meetings with motion to approve and in newsletters, however having a signed and approved policy on file would make it easier for the THA to answer questions from members.

Townsley inquired about her street tree not being removed and replaced in 2016. Dicero said the Board directed her not to plant trees and the only expense for street trees were for trimming and mulch. Dicero stated there were four request for street trees and lowest bid came in at just over \$400.00 each. Garneau and Neth noted they removed a damaged tree and one of the dead trees has been replaced twice. Garneau stated that members at last year's meeting voted to make an amendment to the tree policy and leave it up to the professional to determine type and size of the tree to be planted, if the area was viable to plant a tree and for the Board of Directors to take administrative control over the street tree replacement. Dicero shared that four trees were planted in 2013, two trees in 2014 and twelve trees in 2015. Dicero added there is \$850.00 in the 2017 budget for trees.

Dicero presented a draft for Covenant Complaint Procedures and explained the need for a written complaint form and procedure for the Board to use when acting on complaints about covenant infractions. Garneau opened discussion on fines for the infractions, and members discussed what that might look like. Motion made and seconded to assess an initial fine of \$25.00 in a written notice to the member, giving the member 14 days to take care of the infraction or a \$5.00 per day fine would be added until the member informs the Board the

infraction was taken care of and the Board had inspected and approved the resolution. After discussion, motion failed. Members directed Dicero to research other associations, then draw up a procedure, including fines and penalties for Covenant infractions and the Board would vote and implement it. Dicero said she wanted a similar procedure for complaints about services so the THA would have a paper trail on complaints and resolutions to them. Dicero said she would work on this also for the Board to pass.

Two request were made for the open forum discussion. Members who made the request were not present. Garneau noted that both request needed a 60% vote of members agreeing to them in order to amend the Covenants and that would mean 71 members or titleholders showing up to a meeting to vote yes for the amendment. Garneau stated there was not enough interest at this time for these amendments.

Garneau announced that his term was up and at this time he no longer could be a Board member. Members thanked Garneau for his time as President of the THA. Neth ask for nominations for the open position on the Board of Directors. Erik Nore commented that he was interested in the position. Hauder nominated Nore for position on the Board. With no other nominations, Nore was elected to serve the three year term. Motion made to adjourn and seconded. Motion carried unanimously. Meeting was adjourned at 8:20 P.M.

Sterling Hills Townhome Association (THA)
Board of Directors Meeting Minutes
November 8, 2016

Officers of Sterling Hills THA Board of Directors met on November 8, 2016 at 8:25 P.M. Board of Directors were elected as follows: David Neth - President, Erik Nore - Vice President, and Paula Dicero - Secretary/Treasurer. With no further business to discuss, meeting adjourned at 8:35 P.M.