

Reynolds Farm Home Owners Association
Minutes recorded for the Monthly Board of Directors meeting,
December 10, 2012 6:30 PM at Rita Gee (913)

- I. Rita Gee called the meeting to order at 6:37 PM. In attendance were Gina Underwood, Juliet Debban, Krystle Brandt, and Allan Orendorff of Trio Property Management. Not in attendance Mya Liberty, Sue Wintersteen.
- II. Approval of Minutes November 12, 2012, Approved by all.
- III. Barn Report: Submitted by Joe Busacca, Barn manager. No changes. Rita Gee will be the contact for barn when Joe goes on winter hiatus.
- IV. NGLA Report: The Grant Budget was re-worked for the grant intent. The review committee approved the Reynolds Farm Association grant intent November 16, 2012. We now need to complete the forms and bids. Rita informed the board members that she had found out that the Reynolds Farms HOA Grant of intent had been approved on November 16, 2012. Rita has been trying to contact Mya Liberty for complete information and all required forms which she was given by the NGLA. The dead line for our completed request must be submitted by February 1, 2013. We still need someone to go to the meetings for Reynolds Farm HOA. Meetings are held on the 3rd Thursday of the month at the SR Center at 7:00pm. Anyone interested in going to the meetings please contact Rita Gee or Mya Liberty. The Board invites Unit Owners to come and get involved with your HOA. This is a good way for the HOA to save money and do some worthwhile improvements or updates to the Reynolds Farm Condo property.
- V. Financial report:
 - A. Financial report: Allan, Trio Management, gave the report on balance sheet information. Allan will resend by e-mail current Income & Expense Budget to the board members as the one that was sent was last months (July – September 2012) information. Noted were for line items: **1) Income & Expense November 2012: Structures & Road Maintenance, Deck Repair/Replacement, \$890.00** for the deck on unit#933 and **2) Misc: \$495.00** for replacement of main cut off valves between building #2 and #3.
 - B. Barn Security Account: Ref: Barn Security Deposit Report. **Current.**
 - C. Delinquent Accounts, Allan (TRIO Management) reported, regarding receivables. Woods (942) **is now current.**
 - D. Certified Letter fee. Board approved allowing Trio Properties to add a \$50.00 certified letter fee to residents' invoice when a certified letter has been sent.

- E. Diane Newlin (915) Concern about the heating of the unit and the pipes freezing, owner had the power turn back on, the unit now has heat. Owner has given a key to one of the neighbors who will check on the unit. Allan continues to monitor the unit and checking with Bank on the status of ownership.
- F. Foreclosures status: No units in foreclosure.
- G. Gutter Cleaning: **Completed**. Board discussion, may concenter having two gutter cleanings next year based on how long it takes for the leaves to fall from trees.
- H. Gutter Repairs: Bid for \$1700.00 from Crovelli, to repair and replace all the downspouts. Allan gave the Board a map of the units involved with the priority given to the locations marked in Red. The units marked in Green to be done next year. Board approved the items in Red at a cost of \$1075.00. This work to be done the following two weeks.
- I. Rock Solid to complete the cleaning of the leaves on the property/ grounds as soon as the gutters are cleared of leaves. **Completed**
- J. Deck repair unit 933. **Completed** \$890.00 paid.
- K. Signing of Checks: **Done**

VI. Old Business

- A. Flicker Damage to buildings: Sue will check and report.
- B. Unit 903 firewood, storage/usage. The wood is being used/relocated. Weight and fire concerns now minimum.

VII. New Business

- A. Homeowners Comments: Unit owner # 930 1) Request the shrubs be removed from the south side of unit. 2) Would like to locate the trash bins on the east side of garage, she will submit an Architectural Change Form and a Design Review Request form to the board. 3) Repair of outside lighting? She was informed that the light was the unit owner's responsibility.
- B. Barn Crown .. The crown, top peak on the west side, of the metal roof came off and was damaged in the fall. Al will check on estimates and how best to approach the repair.
- C. Web Site **reynoldsfarmhoa**: Allan stated the site is up and current. Allan noted that if anyone had any pictures or other information that should be on the website to send it to him. The web site will be used to inform and communicate to anyone who would like to know about Reynolds Farm Condominium Association and what is happening at Board Meetings, along with Financial Information. Krystle Brandt asked about the ability for unit owners to send e-mail to the board. All communications are sent to

TrioProperty@comcast.net and Allan will forward the e-mails to the board members/or bring them to the next board meeting.

- D. RFHOA HANDBOOK Updates- action plan: Rita updating contact listings with current vendors.
- E. Reynolds Farm HOA document stored in locker/barn. How long should they be kept? Allan will check with legal. Some of the documents still need to be put on disk, the prints for the Reynolds Farm Association, plot plans for example. Action plan to be presented at the next board meeting.
- F. Walk around issues: **Tabled until spring.**
 - a. Unit #971 Weed (Elm) tree in patio area. In front of south window. Next spring.
 - b. Unit #934 dryer vent is plugged off w/piece of wood. Juliet and Gina spoke to owner. He was not aware of the cover on the opening on the south-west side of unit. The dryer was relocated in previous years, is now on the east side of unit, and is vented correctly. Need piece of wood painted – Next spring.
 - c. Trimming of Juniper around the entire property: --Next spring.

Adjournment – meeting adjourned at 8:10pm. The next Board meeting will be 6:30 PM, Monday January 14, 2013 at Rita's unit #913. Future Meeting: February 11, 2013, March 11, 2013; place TBD.