

## Minutes

### Walnut Ridge Homeowners Board of Directors Meeting held June 18, 2008

04.15.08 – 04

**Attendees:** Dennis Cvercko, Sudip Datta, Glenn DCamp, Pat Gagalis & Raje Kantamneni

**Management Company Representative:** Paul Ewing

**Next Board Meeting:** July 16, 2008 @Kramer Triad Management offices @ 5:00 p.m.

**Agenda:** Attached "A"

**Meeting Called to Order:** 5:00 p.m.

**Approval of Minutes:** Minutes for the first three meetings of the newly elected Board were submitted for approval. A motion was made to accept the minutes as published. The motion passed unanimously. A unique numbering system was added to help identify "missing" minutes for archival purposes. The third set of minutes were approved for a "Special Financial" meeting held on May 28, 2008; even though, the actions approved during the meeting could not be taken due to changing market conditions. (Attached: III)

**Co-Owner Open Forum:** Homeowner Pan submitted a Modification Request for approval of a generator in person. The request was returned to the Homeowner for neighbor endorsement. Board will review at an upcoming working meeting.

**President's Report** – Dennis reported that the newly elected Board was off to a good start. The foundation has been set; we are delivering on communications promises, starting committee activities, and taking action on a variety of landscaping issues. We need to focus our attentions on coming together as a group.

**Common Area Landscaping** – We received emergency bids from 4 local contractors for work on entrances and cul-de-sacs. No landscaping contracts had been arranged by the previous Board. Only weekly and monthly mowing contracts had been arranged. Each contractor worked off of a common "Bid Request" (Attached VI) Board members determined that bids contained too many discrepancies and that the best course of action was to turn the decision making process over to the newly formed Landscape Committee and have Kramer Triad handle the ongoing management responsibilities.

Paul will research and report to the Board the status of Landmarc's contract. Landmarc is/was (?) the contractor used by the Board over the past several years. He is also going to provide the Board with information and a specific date for "Bid Day" where Kramer Triad (KT) brings in contractors to provide bids for future work with KT customers. The Board agreed to pass common area issues and dead tree issues on to the Landscape Committee for research/advice. Finally, Paul agreed to provide Sudip with the actual expenditures for the emergency work Don's Landscaping provided in early June as soon as the invoice is submitted.

The Board discussed the circumstances leading up to the failure to complete landscaping earlier this spring. No one action or specific lack of action was identified as leading up to the problem. KT has promised to be much more

diligent in their management of the landscape delivery process and the current Board is reviewing all associated contracts to make sure we have the remainder of this year covered. The Landscape Committee is being asked to provide a complete advisory plan for 2009 landscaping and mowing.

**Traffic Committee** – The first meeting was held June 16. Kate DCamp and Sandy Cvercko were selected as Co-Chairs. The committee is looking at all issues regarding Traffic in the community. Specific topics identified in the first meeting include: resident speeding, gates, speed bumps, parking issues, signage, monitoring and the need for a survey of residents to see what alternatives our residents would support in sufficient numbers to allow them.

The Board plans to mail out an update covering landscaping, traffic and specifically speeding in the near future.

**Financial Report** – Paul presented a general overview of financial information. Newly elected Board members asked a variety of questions designed to familiarize themselves with the terminology used by KT on financial reports and discuss the amounts spent and budgeted on the individual line items. Sudip identified a concern with the investment of funds by KT. He also presented his recommendation for investment strategy (attached VII-A). Paul is researching the investment of funds into eight National City Bank Certificates of Deposit. Processes for investment and authorization must be enhanced to preclude similar concerns in the future. Finally, Paul is preparing a recommendation for the Board for establishing new banking relationships.

**Violations Reports** – The report from KT only covered violations identified in 2008. Violations still open from previous years need to be included in future reports for the Board. Paul agreed to provide the Board with a comprehensive report identifying all violations open and closed since the Homeowners officially took over full Board control (May 2004 to present). The Board discussed the status of three open violations not covered by the report provided by KT. It was agreed to break the various issues in the Kumar entry into individual violations to be covered independently. Future violations should be addressed as single issues with individual warnings, fines and/or resolutions.

Proper closure documentation was identified as a significant issue. It was agreed that the Secretary (Glenn) is responsible for closure documentation. This can be accomplished by email correspondence to the file and Homeowners for simpler situations and full formal documentation for more complex issues. Legal counsel for issues should no longer be filed in the individual Homeowner's files, but should be included in an independent Legal file. This change is meant to preserve attorney/client privilege for the Board.

**Modification Log & Suggestion/Complaint Log** – The Board was asked to review the format of these two new tools. Email changes/suggestions to the Secretary. The reports should be fully populated with current data by the next Board meeting.

**Recurring Meeting Schedule** – It was agreed to meet on the third Wednesday of each month until Board member schedules change.

**Code of Conduct** – Motion: To approve [*the Code of Ethics, Behavior and Conduct as presented*] as a policy statement. Motion seconded and approved unanimously.

**Vision & Mission Statement** – Motion: To approve [*Vision Statement, Mission Statement, Community Goals as presented*] as a resolution. Motion seconded and approved unanimously.

**Committee Sponsors & Activity** – An updated volunteer listing was provided to the Board (attached VIII-D). Committees are beginning to meet and work on issues.

**Management Company Contract Rebid** – KT provided a Summary of Services Provided. Raje identified the process as “RFQ” request for quote. Next steps included: developing a competitor list, reviewing contract vs. services desired and looking at KT ala carte options.

**Myler & Associates 2007 Audit** – Raje signed off on the letter from Myler & Associates regarding the 2007 Audit.

**Full Year Financial Forecast** – The Prior Year History information is workable. KT will try to provide information to Treasurer (Sudip) in Excel format.

**Kramer-Triad Service Performance** – A number of performance deficiencies were presented (minutes, Homeowner letters, investments and several other issues). KT agreed that their service should improve in these areas. Board members were asked to flow all requests through Paul.

**Next Meeting** - July 16, 2008 @ 5:00 p.m. @ Kramer Triad offices

**Meeting Adjourned** – 8:42 p.m.