

**Minutes for
Meeting 61 (Q2, 2018)**

Meeting Date: June 11, 2018 Meeting Time: 6:30pm

	Name	E-mail Address	Phone
*	JH – John Huang	chuang2@cox.net	
*	MP – Marc Price	Marcsprice@yahoo.com	
*	SM – Sunil Monga	Sunil@infogateway.com	
*	TR – Tom Roth-Roffy	Trothroffy@gmail.com	

Resolved Action Items:

Responsibility	Discussion #	Description	Issued	Done
ALL	1.1	Schedule a new ARB walkthrough. Update: ARB walkthrough was held this Spring and letters mailed to home owners in violation. 6/11/18 – Marc will follow up with ARB to inspect whether changes have been made by home owners.	3/19/18	6/11/18

Open Action Items:

Responsibility	Discussion #	Description	Issued	Due
TR	2.1	<p>Review current financial status and take action on required lien.</p> <p>Tom will talk to Kathy of SFMC to start the lien on a house on Knight Arch Road.</p> <p>Update 3/19/18: Tom to update on status</p> <p>Update 6/11/18: SFMC still requires a signed physical copy of lien from Tom. Tom to update on status.</p> <p>Tom has sent the letter to SFMC. Tom will follow up to check whether SFMC has received the letter and to recommend SFMC to talk to the home owner.</p>	11/20/17	3/19/18

New Agenda Items:

Responsibility	Discussion #	Description	Issued	Due
		Review current financial status of HOA		
Tom	3.1	<p>6/11/18 – Tom provided the financial status of HOA. Most of the Legal fees were spent in 4 months (\$515 out of \$600 for the year). Snow removal were light in last 4 months (Spent \$805 against \$2000 budgeted for the year). Everything else is in line.</p>	6/11/18	6/11/18
ALL	3.2	<p>Review the Audit.</p> <p>Tom to provide Board signature to SFMC once we have discussed and agreed closure.</p> <p>6/11/18 – Tom provided the status on the Audit. The last Reserve audit was done in 2013. Marc will advise SFMC to do the Reserve study for the Bus Shelter and Pipestem.</p> <p>HOA didn't pay any tax in 2016 and 2017. HOA has excess of Operating Funds and will consider in moving Operating Funds to Reserve by end of the year. Marc will follow up with SFMC to check on the insurance for HOA board. Tom has reviewed the draft audit and returned a signed copy of Management Representation Letter to SFMC.</p>	6/11/18	6/11/18
ALL	3.3	<p>Schedule annual meeting and next board of directors meeting for Q3 2018.</p> <p>6/11/18 - Saturday, September 29, 2018 was proposed for next annual meeting and combined Q3 board of directors meeting. HOA will create a committee to plan the Block Party. Sunil will explore to get a Food Van for the Block Party.</p>	6/11/18	6/11/18
ALL	3.4	<p>Walk-ons</p> <p>6/11/18 – There were no Walk-ons.</p>	6/11/18	6/11/18