New Columbia Owner’s Association

Quarterly Meeting Minutes

February 26, 2019

Attendees:

|  |  |  |  |
| --- | --- | --- | --- |
| **Board Members** | **Management** | **Vendors** | **Membership/Guests** |
| Rachel Langford | Alana Wilson | Mike Nielsen, ValleyScapes | Natalia McNeff  Jeff McNeff  Tina Harris  S. Justice |
|  | Carrie Lewis |  |
|  | Robert Coleman |  |
|  | Jeff Reingold |  |
|  | Keith Karlsen |  |

The meeting was called to order at 6:30 PM by Rachel Langford. Attendees introduced themselves.

1. August 2018 Quarterly Meeting Minutes
   * Do not have quorum to approve.
2. Landscaping Update – ValleyScapes
   * Moss control coming up when we get warm weather
   * Started irrigation go-through then got frozen out; will continue next week. Sprinklers will be running while crew checks them out for repairs. Then will turn the clocks off until the sprinkler turn-on around the end of May.
   * Aeration and over-seeding will happen in March. This will help fill in thin areas.
   * Jeff – what type of trimmers do you use for hedging, blade or string?
     1. Mike – both. Along the concrete, we use blade. The rest of the season on soft edges, we use string. With the new foreman, the consistency of the hedging will improve.
   * Homeowner – filled out a form to have landscapers do her hedging.
     1. Alana – explained that homeowners are responsible for their lot, landscapers are responsible for common areas.
   * Homeowner – who is responsible for trees?
     1. Alana – if trees are in their lot, it is their responsibility; if the tree is in common area, management will take care of it.
   * Alana – we are still looking for volunteers for landscape and legal committees. They will meet monthly or quarterly, and bring any issues to the board’s attention. It will help facilitate resolutions for landscaping issues.
3. Election of Officers
   * New board will be announced at the next meeting in May.
   * Ballots will be going out to homeowners
   * The board is comprised of 2 members of Home Forward and 1 homeowner. That is because the property is comprised of about 2/3 rentals owned by Home Forward and 1/3 homeowners. A homeowner stated that that doesn’t seem fair that there is only one homeowner on the board, but understands that it is proportional to the composition of the property.
4. Member Comment
   * Homeowner – wondering if management can remove branches hanging over roof.
     1. Alana – fill out an architectural review on the website, or we can refer an arborist.
   * Alana – for issues such as puddles, notify management and we will get them taken care of.
   * Homeowner – has cracked concrete in front of house.
     1. Alana – that is common area. Send management an email, and we will get that taken care of.
   * Homeowner – If I don’t want bushes, can I just pull them out?
     1. Alana – you would need to submit an architectural review on the website, which would be reviewed by the arc review committee (the NCOA board).
     2. Carrie – we can go look at it and take pictures and help you fill out an arc review.
   * Homeowner – green water access box in their yard is broken, and somebody hurt themselves on it.
     1. Carrie – Robert will be able to look at it and get somebody out there to fix it.
5. December Financials
   * Variances
     1. Revenue – right on track
     2. Payroll on track
     3. Software – Yardi upgrade
     4. Professional services – architect looked at waste water in 2017, but paid in 2018
     5. Water – hot summer and broken sprinkler heads last year; this year, budgeted for new clocks to cut back on water expenses
     6. Electrical – did lighting audit and had more light replacements than expected
     7. Maintenance contracts – coded wrong
     8. General expenses – insurance more than anticipated
     9. Common area improvements – positive variance. Made some corrections to pocket parks based CNA. Budgeted in 2019 to have some pocket park structure replacements based on recommendations from assessment. Some of the parts that get normal wear and tear cannot be replaced, so at some point the whole structure will need to be replaced. This is for insurance and liability purposes.
     10. Jeff – the total expense variations is very good.
   * Balance sheet
     1. Replacement Reserve - $330,000
   * (Further member comment discussion took place; notes have been added to the member comments section)

Meeting is concluded.