



### **Minutes – Board of Director’s Meeting**

2 PM – Tuesday, August 13, 2019 ☼ LOCATION – 32462 River Island Lane

1. Meeting call to order at 1:59 pm by President Mahoney. All board members were present; Epicenter Mgmt: Rita Franco; Tributary editor: Kathy Mahoney; Resident: Gail Rigler
2. Review Minutes & Action Items from July 9, 2019 board meeting. Joan moved to approve the minutes from the July meeting, Jean seconded. The minutes from July’s meeting were accepted. July’s action items were reviewed. Some action items are still pending.
3. **Hearing – Homeowners**
  - a. Landscape maintenance inquiry from 32614 Greene Drive: The new tenants has an inquiry about the maintenance of an area the owner of the property has encroached on the common area. Since, the property owner created the landscape it’s their responsibility to maintain. The tenant needs to contact the property owner or the property management to discuss the maintenance of the area.
  - b. Street sweeping trail: Several residents have shared their concern about the street sweeping. The vendor only swept the side streets but not the cul-a-sacs and did not vacuumed the street. The debris was left behind. **ACTION ITEM:** Rita to talk with the vendor to share the community’s concerns and set up service to be done quarterly.
  - c. Main Gate – Potholes: Rita shared with the board that a property owner sent a letter regarding the potholes. The directors knowledge there is a problem and Rita is currently obtaining quotes from several vendors to do the stamped concrete at the main gate. President Mahoney will reach out to Jack McArthur to do some temporary patching. See Committee Report: g. Gate Group (1) for Discussion.
  - d. Resident Compliant – Property repeated violations: Several complaints have been received on a property on Montgomery Dr. Discussion on the best way to handle the complaints. **ACTION ITEM:** Rita to contact the property owner and follow up on the severity of the violations. A monetary fine will be levied.
  - e. Continuous Guest Parking: A resident continues to park in the guest parking, and it should be addressed. **ACTION ITEM:** Rita to put a citation on the vehicle.
4. **Treasurers Report**
  - a. Bank Account Balances: General Account: \$35,916.75; WWTP ACCOUNT: \$26,558.15; RESERVE ACCOUNT: \$422,988.15. The board discussed the expenses and balances.
  - b. Notes from Marty Lalanne’s Office: Discussion about administrative service’s invoice higher than usual. Payment for the 2019 Reserve Study; site visit needed this year. The new AC unit in the WWTP came out of the reserve account.
  - c. Discussion- Recap of meeting with HOA’s Attorney Allan Bailey: President Mahoney, Oma Mansfield and Rita Franco attended a meeting with Attorney Bailey to discuss how to address the delinquent accounts receivable and how to handle collections. Attorney Bailey suggested we set up a process with mailing out letter before filing with small claims court. **ACTION ITEM:** Rita to send Attorney Bailey our current letters.

- d. Budget discussion: Kathy informed the board members it time to discuss the 2020 budget. Kathy would like to have the meeting before the reserve study's site visit. She would like to start looking at last year's study to replace items that are showing 5 – 0 years of life. Tentative budget meeting for September 18, 2019 at 10am. **ACTION ITEM:** Kathy to work on the agenda and email to the board.

#### 5. Epicenter Communications

- a. Letters: Continue to go out as needed
- b. Dropbox: No update
- c. Website: No update

#### 6. Committee Reports

- a. Architectural Committee
  - 1. Inquiry from 32500 River Island Lane: Property owner reached out to President Mahoney to ask about planting a tree on the property. President Mahoney suggested he submit the appropriate paperwork. Decision/Approval will be placed on hold till the resident submits the application.
  - 2. Request from 32791 Riverside Dr. (add wrought iron fence): Board reviewed application. The wrought iron fence would be added in the back of the property to extend the current fence already installed. The board approved the application. **ACTION ITEM:** Rita to forward approved application to the owner.
  - 3. Request from 32768 Greene Dr. (Pear Tree Removal): The board reviewed the application. The application was approved. **ACTION ITEM:** Rita to forward approved application to the owner.
  - 4. QK Invoice: President Mahoney shared with the board he had the common area on Riverside Dr. surveyed set the boundaries between the private property and common area. The board approved to pay the invoice.
- b. Landscape:
  - 1. SCE request for permission to remove palm along HWY 190: The board discussed the request. The board will hold off on their decision until they could meet with Mary Meeks to discuss the concerns. The board will only approve the request, but only if the whole tree is removed. **ACTION ITEM:** Rita to reach out to Mary (SCE) and set up a time to meet and discuss the board's decision. Also follow up with board with meeting time.
  - 2. Vollmer weed abatement- Phase III: The weed removal has been done and the results are good.
- c. Real Estate Group:
  - 1. Lot 63 Phase I closed escrow: President Mahoney shared with the board escrow for Lot 63 has closed. The area is now common area.
  - 2. SOLD Properties: There has been a lot of properties sold in the community. Kathy reminded Rita to make sure to update the resident list and send out Welcome Packets.
- d. Pool Group:
  - 1. Challenges with Cornerstones: The board discussed their concerns as to why Corner-Stone did not know the CYA levels were high. The board agreed that the extra service received during the treatment. This situation could have been preventable. **ACTION ITEM:** President Mahoney to send out a letter to Cornerstone to outline our concerns.
  - 2. Air hand dryers in the restrooms: To prevent people from continuing to place paper towels in the toilet the board decided it would be better to have air hand dryers in each

restroom. Joan moved to purchase hand air dryers; J seconded. **ACTION ITEM:** Kathy S. to purchase the air dryers.

3. New Key Box in the Pool Area: President Mahoney has placed a key box with a copy of the equipment room in case any resident needs to get in.

4. Pool Area Repairs: President Mahoney share with the board the Jack MacArthur has been repairing around the Pool area such as the light fixtures.

e. Social Committee:

1. Consider Liaison with RICC: J is the board representative. J informed the board he has a meeting with Terri to discuss the Xmas Cart Parade.

f. Waste Water Treatment group:

1. New AC Performance: Kathy updated the board on the new AC; its working nicely.

2. Reserve Study Components: Kathy reminded the board it would be a great idea to start replacing some of the items on the reserve study that have 5 – 0 life. She would like to also install a keypad for security purposes. Kathy will continue to research.

g. Gate Group:

1. Potholes at main gate needs attention: The board discussed the problem with the pot holes and it needs to be taken care of. Rita has been researching out to several vendors for quotes but thus far has only received one. **ACTION ITEM:** Rita will reach out the DE Concrete to get a quote for the stamped concrete. In the meantime, the board decided to have Jack MacArthur patch the potholes.

h. Tributary Newsletter:

1. Announcements: Walking on the golf course path, pool restrooms issues, and membership privileges.

7. **Old Business**

a. Update on new signage project: Kathy shared with the board some mockup of the signs. The project is moving along slowly, but it's moving forward. She will continue to work with vendor.

b. Update on paving project: See Committee Report: g. Gate Group (1) for Discussion.

8. **New Business**

a. Plans for 2019 Reserve Study: Reserve Study site visit scheduled for September 18<sup>th</sup> at 11am.

b. Set next regular board meeting September 10, 2019

9. **Adjournment:** J moved to adjourn meeting, Jean seconded. Meeting was adjourned at 4:42 pm.