

University Village HOA Board Meeting

March 19, 2018

At Z&R Offices

Members in attendance:

Bob Oyer, President

Geir Tonnessen, Vice President

Deborah Deming, Treasurer

Linda Wilfling, Recording Secretary (non-voting member)

Kathleen O'Leary, Property Manager for Z and R

- I. Meeting was called to order by Bob Oyer at 10:01 am

- II. Homeowner Discussion
Sheila Maio, four-plex owner, attended the meeting to inquire about landscaping decisions for Phase II. She was told that no decisions had been made, regarding who would receive the contract for this phase of landscape renewal, but that these decisions would be made at today's meeting. She questioned whether nurseries, like Harding Nursery, had been contacted for bids. It was shared with her that two bids have been received from Landscaper/Lawn Maintenance companies and that two companies declined to bid at this time.

- III. Previous Meeting's Minutes January 15, 2018
Minutes were approved, as written, by the Board.

- IV. Manager's Report

- a. Jan/ Feb financials Kathleen O’Leary shared the financial statements for January and February. The Board reviewed income and expenses and the budget is right on target.
- b. Work Order summary
Two items were reflected on the work order summary, one for tree trimming and the other having to do with bids for asphalt repair.

V. Bank Reports

The Expense Distribution Report was shared with the Board. No unusual expenses were reported.

VI. Property Inspections

Violations continue to reflect the same concerns-dog poop not being picked up by owners and totes left out on non-trash days. Ten violations concerned excessive dog waste on the property. In an effort to address this increasing concern, two actions will be taken:

- 1) A Spring newsletter will be generated with a reminder to owners of the need to clean up after their own pets.
- 2) Kathleen will look into the cost of installing two stations with dog waste bags and a repository for those filled bags. She will also explore the additional cost of having the stations maintained by our current dog waste clean up company.

VII. Continuing Business

- a. Aged accounts receivable
Two accounts are past due.

VIII. New Business

- a. Landscaping phase II proposals

Bids were solicited from four landscaping services. Two declined to bid. Two bids were received and considered for Phase II of the Landscaping project, to include landscaping for the sides of the properties. Bob made a motion to accept the bid from **Greener Grass**, for the project. The motion was seconded by Geir. Motion was approved by the Board. Kathleen will meet with Greener Grass to discuss project start and completion dates.

b. Asphalt repair proposals

The Board solicited bids for asphalt repair, to include: clean, crack fill, removal and replacement of sections needing it, sealcoat and restriping. Three bids were received and considered for the project. The motion to accept the bid by **Seal Coat Specialists** was made by Geir with a second by Bob. The motion was carried and bid accepted. Kathleen will set up a walk through with the company to ensure that the company's bid covers all the requirements for repair. Project details will be shared, with residents, once dates have been set for the project to begin

c. Landscaping Services contract renewal

The landscaping contract for the HOA, is expired. The current vendor, Greener Grass, has requested the renewal of that contract for the coming year, with a 4.22% increase, based on increased labor costs. A motion to renew the contract was made by Geir and seconded by Debbie. Motion was carried and contract assigned to **Greener Grass**. The Board discussed starting the bidding process earlier next year allowing more vendors to compete and place bids while in the off-season. It is hoped that this process can begin in November, with contract assigned in the January Board meeting.

d. Oil stains and tire marks on driveways

During the most recent walk through of the property, the Board noticed increased stains on driveways. Kathleen will include a reminder to owners, in the upcoming newsletter, to clean these stains as a part of general maintenance of their property.

- e. Change of date for the Annual Meeting of the HOA. The meeting will be changed from September 17th to September 10th at 11:30am. Location TBD. The Board will meet prior to the meeting at 10:00am.

IX. Hearings
None

X. Adjournment @ 11:22am

Next meeting of the board will be May 21, at 10:00 A.M. at the Z & R Property Management Office.

Minutes submitted by :

Linda Wilfling, Recording Secretary