

# Sunwest Homeowners Association

## Board of Directors Meeting

Monday, December 17<sup>th</sup> 2012

6:00 pm

325 Conrad Drive

### HOA MINUTES

#### 1. Call to Order

- The December Board of Directors meeting was called to order at 6:04 PM by Michael.
- Parties present were Board members: Michael, Sandy, Kris and Tom. Jeff Smith from HindmanSanchez was also present. Joe was absent and had arranged to proxy his vote to Sandy.

#### 2. Homeowners Forum

- No homeowners other than Board members were present.

#### 3. Ratify Minutes from November 2012 Meeting

- Sandy motioned to ratify minutes from the previous meeting, seconded by Kris, approved unanimously.

#### 4. Ratify November 2012 Financial Statement

- The Board discussed an estimated budget item from MSI's Monthly Financial Reports for November that was incorrect. Sandy will contact MSI to correct the issue and request a spot audit to discover other budget documentation discrepancies.
- After a brief review, Sandy moved to approve November financials, seconded by Tom, approved unanimously.

#### 5. Old Business

##### Legal Report / Delinquencies

- Jeff Smith (Attorney with HindmanSanchez) reviewed a few delinquent accounts. Board members asked questions about the details of those delinquent accounts and the recovery options, which were answered by Jeff.
- On one particular account with high balance and no contact from the homeowner for over a year after repeated attempts, Sandy moved to send a final warning letter – issued after January 1st, without response this account would move to the next step in recouping amount owed, second by Kris, approved unanimously.

##### CC&R Violations Report

- The Board of Directors briefly reviewed violations report. Nothing unusual to report.

##### Architecture Control Committee (ACC) Report

- Nothing new to report.

#### 6. New Business

##### Vandalism Protection measures

- The HOA recently received an email warning from Erie PD indicating an several neighbourhood complaints of sprinkler system backflow valves missing or tampered with. Shortly after receiving the notification, Sunwest HOA Board members were notified by MSI that there are indeed Sunwest owned backflow valves that are missing. Tom will followup with MSI to find out which ones were taken (location), and forward the information to Erie PD.

##### Winter Watering

- The Board decided not to perform winter watering. Sandy will contact MSI to let them know.

##### Discuss Building of New Subdivision

- Board members shared information about the new subdivision – aka *Sunwest North* – being built north of Sunwest. A concern arose about the plans to build a bridge directly connecting the new subdivision to our (Sunwest) Sanders Circle Tot Lot on Sunwest property. Sandy and Tom (one or both, as time permits) agreed to visit the Town of Erie's Building Division to view the original build plat.

##### Winter Newsletter

- Ideas for the Winter Newsletter were reviewed and agreed upon.

##### Elect HOA Officers for 2013

- Sandy motioned that all Officers be nominated and reelected to their same positions for 2013, second by Tom, approved unanimously.

#### 7. Adjournment

- Michael motioned to adjourn and was approved at 7:06 PM.
- The next Board meeting will be held at 325 Conrad Drive at 6:00PM on January 21<sup>st</sup> 2013.
- The next Board meeting with MSI attending will be February 18<sup>th</sup> 2013.