

**Montgomery West HOA  
Board Meeting  
March 19, 2019**

**Meeting called to order at 7:04 p.m.**

**Board Members in Attendance:** Rod Olaya, Michele Heffner, Lula Davis, MaryAnn Holleran  
**Board Member absent:** Vincent Delgado

**Approval:** Board unanimously approved minutes of January 22, with a minor date correction.

**Treasurer's Report:** Auditors indicate that our reserve fund balances are too high. Treasurer to speak to auditors to get clarity on the findings to ensure they understand the target levels for the reserve funds, as they are based on lawyer's recommendations. A replacement study—personal property assets/expected lifetime (last conducted in 2012) is advised. Also, auditor recommended bookkeeping adjustment regarding collection of HOA fees. Board authorized the expenditure of up to \$400 for Treasurer to meet with new bookkeeper to implement audit findings. Bookkeeper charges a fee of \$100/hour.

**Status of outstanding (late) accounts (aging summary):** Up to 10 properties in some stage of late payments:

- 2 liens filed on one property – Treasurer authorized lawyer to file;
- 1 property on payment plan – Treasurer to reach out to follow up since payments are late;
- 1 property making payments, but still under lien;
- 4 properties need letter from Board;
- 1 property should get letter from Lawyer.

**Account Reconciliation:** Bank reconciliation completed and ready for authorized signatures.

**Accounting Service change:** Treasurer has been working with new accounting service provider and is pleased with the on-going transition. Board authorized the purchase of desktop version of QuickBooks, which has simplified work and transition to new bookkeeper. A few glitches remain, but Treasurer confident that these can be worked out effectively. The cost for new accounting service corresponds with the amount budgeted for last several years.

**AERC Committee Report:** AERC Chair working on letter to homeowner with outstanding violations. Board reviewing all documentation. President indicated that he had received information from neighbors of this homeowner with respect to a rat problem in the rear of the home. Board agreed that a call to the County was warranted to report the rodents. AERC Chair was to make the report.

AERC Chair has received 3 routine applications from homeowners, which will receive AERC approval.

Board agreed that after spring survey (May 4, 9:30 a.m.) a determination will be made about trees needing attention in common areas of community. Upon completion of spring survey, Board will have a better picture of what should be accomplished and can then discuss the need to engage the services of a licensed arborist. A priority list will be determined with respect to urgent needs in the common areas.

The Treasurer is in contact with a professional who will make a determination of the perimeters of common areas in the community so that the Board can then make informed decisions with respect to trees in need of attention that are the responsibility of the HOA.

**Community News/County Liaison Issues:**

**Covenant Sign policy:** Board has not received any input from community, nor have there been any volunteers signing up to serve on a committee. Board agreed that a follow-up with attorney and Board President was warranted to make a determination of where we stand with respect to the CCOC mediation and our covenants.

**Other business:** No other business for discussion.

**Remaining meeting dates for 2019:** May 21, September 17, October 15, and annual meeting November 12

**Meeting Adjourned:** 8:45 p.m.

Lula Davis, Secretary

Vincent Delgado, President