

Fountainview Homeowners' Association, Inc.

June 26, 2014

The Board of Directors of the Fountainview Homeowners' Association met on Thursday, June 26, 2014 at 6:00 p.m. at the offices of DynaCorp, Inc. Board members present were Debbie Vessa, President; Pamela Arnold, Secretary/Treasurer; Steven Walters; Mike Holler; Brian Kelley; Amy Paules; and Karen Saunders. Mozelle Lopez, Property Manager, from Sunshine Management was present. Absent was Board member Lisa Noel.

The meeting was called to order by Debbie Vessa at 6:00 p.m. and quorum was established. The following items were discussed:

1. Financials: Pam Arnold reported on the following:
 - a. Bank Account Balances: To ensure that all new board members had current bank balance information, copies of the latest bank statements were distributed for the Regular checking account and Money market account that is held by the HOA. A balance was given on Certificate of Deposit since there is no monthly statement on that account. Account balance on the Sunshine account is distributed with the monthly report from Sunshine.
 - b. Combining Bank Accounts: There was discussion about the possibility of combining accounts such as moving Regular Checking Account balance into the Money Market, or moving some of the Money Market balance over to the Certificate of Deposit. The primary purpose would be to yield a better and more profitable return for the Association. There was concern, however, that it may be illegal for the Association to invest in high-risk investments, such as stocks and bonds. The Board asked Mozelle Lopez to check on this with the attorney and notify the Board of the attorney's response.
 - c. Collections: The Aging Report dated 5/31/2014 from Sunshine Management was distributed. Names of those owners currently in Collections with our Attorney were highlighted in green. Pam reported that the "Balance Due" amount is about \$2,200 less than the amount on 4/1/2013 when the accounts were turned over to the Attorney. She reminded the Board that the Aging Report does not reflect Attorney's costs associated with Collections. It represents HOA dues, interest, and fines.
 - d. Accounts paid in full but with legal fees outstanding: There was discussion on what to do with the accounts that had been delinquent but that were now paid in full with regards to the HOA assessment amounts, but that had attorney fees still outstanding. It was put to question as to whether the Association should further pursue the legal fees or just do a write-off. The Board wants to table this matter until it is determined how many accounts of this nature exist.
 - e. Account paid in full but with fine outstanding: The Board decided to keep the fine posted on the account and that the owner will be advised that the violation must be corrected until such time that the Declarations may be amended.

- f. Attorneys' fees: Total paid to Elmore, Throop to-date is \$9,429.59. Total collected from Elmore for past due HOA dues, interest, and attorneys' fees recovered is \$7,897.10. The difference of \$1,532.49 represents the total actual cost incurred by the Board for collection efforts.
 - g. Legal Budget for 2014: Pam advised the Board that the budget for 2014 for legal expense was \$3,500.00. Through May 2014, we have spent \$3,513.84. However, \$1,543.20 was expense carried over from 2013. Provided for information only.
 - h. Future Collection Accounts: Steven Walters made a motion to send delinquent accounts to the attorney once they become two years (four (4) periods) delinquent. Pam Arnold seconded the motion, but with the revision that a delinquent account should be sent to the attorney for collection after being late on three (3) payments. History has shown that the older a delinquent account becomes, the more difficult it is to collect. Motion passed.
 - i. Insurance Quotes: Pam reported that insurance quotes were obtained from three different insurance companies. One of which was with our current Insurance provider, Nationwide Insurance. After comparing quotes, the Board decided to stay with our current insurance provider. Mozelle was asked to instruct Sunshine Accounting Department to pay the premium due.
2. Old Business:
- a. Amendments to the ByLaws/Declaration and Process Involved: The Board determined that at the next Board meeting, all homeowners should be invited to come so they can voice their opinions in determining what items and sections in the existing Fountainview Bylaws and the Declaration should be amended. A list would then be generated so that it can be sent to the attorney for work. The Board would first like, however, to have something put in writing of the process involved in amending the documents so that everyone will have an understanding of how it is done. The Board understands that amending the HOA documents is a legal process that will take some time to complete.
 - b. Trailers: Trailers was the next topic for discussion. After detailed discussion, the board decided that the Declarations must be enforced as written until such time as an amendment is approved by the owners at large. Furthermore, the Board decided that a fine should remain on the account of the Owner who remains in violation. This Owner contacted Pam Arnold after the Annual Meeting seeking advice. Pam Arnold requested the Board's consent to contact the owner with the Board's decision.
3. New Business:
- a. Code of Conduct for Board Members: Mozelle Lopez distributed a sample "Code of Conduct for Board Members" for the Board's review and to use as a guideline for adopting our own Code of Conduct. Since we now have a larger Board than we have had in the past, there were concerns on being able to conduct Board meetings that would be succinct, efficient and productive in the usual allotted amount of time. It is meant as a guide in keeping the Board and committee members focused on issues brought before them and

not on individual personalities or agendas. It also serves as a reminder in dealing with ethical issues and addressing unethical conduct that members may encounter. Board members requested time to review the document and discuss further at a future Board meeting.

b. Election of Officers: Nomination and Election took place for Officers for the upcoming year through April 2015 as follows:

1. President: Nomination made Amy Paules, seconded by Debbie Vessa to nominate Brian Kelley as President. Motion passed.
2. Vice President: Nomination made by Brian Kelley; seconded by Mike Holler to nominate Steven Walters as Vice President. Motion passed.
3. Secretary: Nomination made by Mike Holler; seconded by Steve Walters to nominate Karen Saunders as Secretary. Motion passed.
4. Treasurer: Nomination made by Steven Walters; seconded by Debbie Vessa to nominate Pam Arnold as Treasurer. Motion passed.

Board Officers for 2014-2015 are as follows:

Brian Kelley, President
Steven Walters, Vice President
Karen Saunders, Secretary
Pamela Arnold, Treasurer

c. Minutes: The Board determined that in the future, Minutes from the previous Board meeting will be read into and accepted at the next Board meeting.

d. Inspection and Violations: The Board reviewed the Inspection Results List from Mozelle Lopez and instructed her accordingly on what appropriate notices and letters must be sent out. In particular, the Board determined that covered grills should no longer be cited, trash and recycle violations are to be given 30 days to comply, violations for improper storage of bulk items and materials in front of homes should also be given 30 days to comply. Bags of landscaping materials should not be cited at this time, and exterior maintenance (such a painting) should not be addressed either. The Board determined that homeowners who have illegible or non-existing house numbers on the house or mailbox should be send reminder notices. House numbers should be a minimum of 4 inches.

4. Bulk Trash Pick-up: The Board discussed the possibility of having a community bulk-trash pick-up tentatively at the end of August. Brian Kelley and Mike Holler may know someone who can also do it for less cost and they can look into it for the Board.

5. Landscape Area to be added for maintenance: The Board determined that the triangular shaped area across from the Barn at the View needs to be added to Custom Landscape's

regular work scope. That area must be maintained at the same time as the other common areas that Custom Landscape is currently doing.

6. Community Sign: The Board discussed the possibility of having a nice brick community entrance sign at the north entrance to the community. It may cost around \$3,000 and Pam will look into it.
7. Youth Activity at the Playground: Concerns were discussed about teenagers playing on top of the pavilion at the large playground and the safety hazard that it poses. The Board will try to come up with possible solutions to prevent risky youth activities, but will table the matter for a more in-depth discussion at a later meeting.
8. Next Meeting: The next meeting will be held on Thursday, August 14, 2014, at 6:00 p.m. The location will be determined later.
9. Adjournment: President Brian Kelley adjourned the meeting at 8:37 p.m.

Respectfully submitted,

Pamela S. Arnold