

Board Attendees.

Present: Steve Duescher (President), Deb McManus (Vice President), Brendan Duggan (Treasurer), Dave Briedenbach, Charles Cowan.

Absent: Predrag Markovic (Secretary), Cindy Bell.

Bookkeeper: Mary Rogers, present.

Meeting called to order by Steve at 7:04pm

Meeting Minutes

Minutes needed to be amended- under new business: should read: Deb moved to pay \$10 for the tax fee to the **Franchise Tax Board**. Charles made the motion and 2nd by Brendan. Motion passed.

Treasurer's Report.

Finances.

Checking \$66,467.96

Savings \$60,112.43

Income \$12,990.83

Expense \$6,740.04

Transfer \$1,400.00

ADP mailed out W2s to pool monitors – the company changed the HOA \$10 to mail out the W2's. Mary reported.

Sonnenberg Informed us that the study will be available by early May, we need to add this report the newsletter mailing.

Bookkeeper Report

A. Reconciliation Report/Accounts Receivable/Checks were signed, discussion on the reports.

B. Lien Process Status- Long discussion on this process- we did table this; we need all board members to be present for this discussion. Long discussion about the lawyer fees, and the process of the pre lien letter / lien. More to come.

C. Bookkeeper Correspondence. Discussion about delinquent accounts.

Charles moved to begin the lien process on properties: MV5322, MV5478, MV5459

Dave seconded. Motion passed.

From Directors. None

President's Report.

Steve thanked Mary for the work she has done, as well as the rest of the board.

Big Thanks Brendan for all the research and information that he has brought to the board.

Other Reports

1. Pool and Deck Resurface update- no update.

2. Lawn Care- No update- grounds are being care for- water is off- do to rain.

3. Pool Care- No update.

Old Business

1. Website. (Brendan)- Brendan has been researching new website hosts- the board disused and Brendan made the suggestion to go with ipage- Motion with made Brendan and 2nd by Dave. Motion passed.

June Mailing preparation.

A. Brendan is having the voting envelopes printed with the instructions -

B. Newsletter Topics-this will be on the March agenda.

1) Clarification of Homeowner's Responsibility to pay, even if a notice does not arrive in the mail.

2) Clarification of lean process. We will make on this in March-

3) Email Lottery Explanation. (**Dave**)

4) Short recap of why the increase is necessary. (Reserve Study/Budget/ Ballots)

New Business

A motion was made to reduce late Fee from \$15 to \$10 to align with Davis-Stirling act -Charles made the motion and 2nd by Dave. Motion passed.

Charge Interest on accounts 30 days past due. Board had discussion on this.

Determine rate of interest on past due accounts. Board determined that 12% annually- Board decide to table this until next month. Board decide table this discussion: if we shall go back and adjust those already late - reflecting the New Late Fee and Charging interest from 30 days past due.

Declare a One Step Procedure for those that are three payments late and hand it over to the lawyers. We started to write the process but still need to go over it with more details- I will write down what I have noted. Deb

Next Meeting, April 8, 7:00 pm. Deb's House 8654 Andromeda Rd- Minutes/Notes : by Deb McManus

For the meeting on March 11- 2019 amend minutes for the following:

Clarification on the one step Lien Process for those who are three payments behind.

1) We voted and included in the minutes the motion, second and carried to begin the process identifying by MV2HOA No.

2) Our Accountant (Mary) writes and mails the Pre-lien letter.

3) If after 30 days there is no response, Mary contacts the legal firm to prepare and enact the lien process.

(It is understood, that if the pre-lien letter is responded to, we will deal diligently with each property on a case by case basis.

Meeting Minutes made by: Deb McManus