



## December 8, 2016 Board Meeting Minutes

Meeting called to order at 7:01 pm

Board Members Present: Jason Mastrantonio, Jim Buckley, Kelli Smyth, Mike Roach, Ted Smyth, & Steve Keller

Board Members Absent: None

Minutes from November 10 and 17, 2016 unanimously approved.

Homeowner attendance: None

Staff Member: Nancy Brewer

**Homeowner Concerns:** None

**PIP's:** None

**President:** Jason stated that he continues to monitor the pool to ensure the system is working well. At this time, everything is operating efficiently.

**Vice President:** No Report this month.

**Treasurer:** Kelli stated that checking accounts for the HOA have been reconciled for the month of November. Cash on hand as of 12/8/16 consists of:

Checking account:	\$ 23,549.94
Money Market	\$ 10,038.46
<u>Reserve</u>	<u>\$ 90,223.53</u>
Total funds	\$ 123,811.93

**Billing:** Collected approximately 77% of the 2016-2017 HOA dues.

Collected 97% of the 2016-2017 RV Lot rents.

**Arrears:** 63 accounts have not paid 16-17 dues in full. 10 of these are in collection and an additional 7 have made some payment toward the full \$360.00. 3 property standards fines totaling, \$150.00 are unpaid. Finance charges have been assessed on all past due accounts. 30 day late notices will be sent out after December 30, 2016.

**Miscellaneous:** Debit card purchases totaling \$149.67 include: pruning tools, U-Haul trailer rental and debris dump.

**Rec. Center/RV Lot:** Mike Roach.

Two rentals occurred in November. Three are scheduled for December and one for January 6.

RV lot is full with five on the wait list. Lot #33 has not paid the rent since June of this year. Mike has made numerous attempts to remind in person. He will send out an e-mail reminder this month.



**Property Standards:**

No comments this month.

**Maintenance:** Ted Smyth.

Bill Stotts has submitted a revised bid to include items that were previously left out of his initial bid. The new bid was reviewed and the new total for exterior services to the Rec. Center totaled \$45,900. After discussion, Ted motioned that the bid be accepted. Mike seconded the motion and the bid was unanimously approved. Ted will be contacting Bill Stotts to work out details for the start up of this project and review any sub-contracting needs.

Ted motioned for the Board to approve the purchase of windows and doors needing replacement as part of the exterior scope of work. All installation of these items will be done by the contractor and purchased through PARR lumber in Beaverton. The amount not to exceed \$5500.00, was motioned by Ted and seconded by Jim. After discussion, the motion was unanimously approved.

Ted made a motion to discontinue our current use of NLS landscaping due to the continual problems and lack of contracted items not consistently being done. The motion was seconded by Jim and after discussion was unanimously approved. Ted also motioned to accept A&J Landscaping services for the HOA at a monthly rate of \$1640.00. These services would start in January 2017. Kelli seconded the motion and the motion passed unanimously.

**Old Business:** None

**New Business:**

Nancy Brewer requested a software update to the current program she uses to assist her with HOA duties. The cost of the update is \$99.00. Ted made a motion to accept the purchase and Mike seconded. After discussing the need and advantages of using current software, the Board approved the request unanimously.

Ted requested that the Board look at selling the riding lawn mower the HOA owns in light of the current new services provided by our contracted landscapers. The mower currently is in need of maintenance and is rarely used. After discussing the situation, the Board decided to table the issue until spring at which time it will be determined whether the mower should be sold or repaired.

**Kelli motioned to adjourn, seconded by Jim. Unanimously passed. Meeting adjourned at 8:29pm.**

Submitted by: Steve Keller, Secretary  
Cross Creek HOA

Next meeting is scheduled for January 12, 2017