

CANDLELIGHT HILLS CIVIC ASSOCIATION
Board of Directors Meeting Minutes

7:00 September 8, 2015

GENERAL MEETING (open to members)

- Meeting was called to order at 7:06 pm by Allen Shook, VP. Gary Buchta and Carla Novak were present to provide a quorum and Bert Williams attended representing ACMI.
- Minutes for the prior meeting were previously approved by e-mail agreement and were signed for the file by Mr. Shook.
- Mr. Williams reviewed the financial status (copy attached) and noted there were no surprises since the June meeting. Expenses will be above forecast due to the requirements to replace AC units and make other major repairs not anticipated in the approved program. Mr. Buchta noted that all of these expenditures were included in the reserve study so it is only the timing for the repair which is different, not the requirement.

BOARD ACTION IN EXECUTIVE SESSION AT PRIOR MEETING:

- Mr. Shook noted that following standard procedures six collection cases were approved for legal action by association attorney

BOARD ACTIONS SINCE LAST MEETING:

- Mr. Shook noted that after an initial inspection by a roofing contractor indicated hail damage a claim was initiated. Initiated claim for hail damage to clubhouse

OLD BUSINESS.

- Mr. Buchta reviewed the status of action to amend the deed restriction text related to assessments and noted progress continues to be made—however, additional volunteers to petition members are needed.
- Mr. Williams indicated that the insurance claim was approved and provided a quote for the repairs from Ideal Roofing the company which worked with the adjuster to justify the claim. Board approved award of this contract and selected Weathered Wood as the shingle color. The deductible for this claim is only \$1,000 so this was a favorable outcome for the association.
- Board decided it is important to replace the two basketball backboards and goals and authorized ACMI to obtain proposals. An expenditure not to exceed \$2,000 was approved without further board authorization.
- Board deferred improvements to the Louetta entry landscaping and lawn area pending completion of nearby construction and anticipates this will be a spring 2016 project.

NEW BUSINESS

- The 2016 Budget worksheet was reviewed by Mr. Williams and board agreed to finalize the budget at the October meeting to have it available for the November owners meeting. The assessment will remain at \$350/year as required by the deed restrictions.
- The 2015 Members meeting date was established as November 8th at 3:00pm. Mr. Williams noted that under new state laws members must be notified of an upcoming election and allowed the opportunity to volunteer for election. He provided a draft notice to the board for consideration. Board voted to mail the notice to members and to provide comments to Mr. Williams via e-mail promptly so the notice can be mailed on September 14th to provide adequate time for member response prior to mailing of the meeting notice.
- Board asked ACMI to have the security camera contractor review and maintain the system, as needed, to assure it is operating properly.

DISCUSSION PERIOD

- Discussion focused upon two topics: the incentive for the deed restriction amendment to allow the assessment to be altered by a vote of members at the annual meeting and issues related to Aquate as water provider. No new information was provided – discussion was a status review.

OPEN MEETING adjourned at 8:00pm

EXECUTIVE SESSION (closed to members)—was opened at 8:15 pm.

- Board discussed four deed restriction cases where ACMI recommended they be referred to the attorney for a legal demand notice. Board members voted to take the recommendation under advisement and finalize their decision via e-mail later in the month.
- Board clarified that notices related to old gas lights are to require maintenance of the lights including painting, glass replacement and such but not to require the lights actually work. If the lights are not maintained they should be removed.
- Board approved removal of fees related to one deed restriction issue where the owner had communicated with ACMI prior to the notice for which fees were charges.

EXECUTIVE SESSION adjourned at 8:30pm.

Approved: _____
Brann Carson, President