

**MINUTES OF THE HILL 'N DALE TOWNHOMES 'OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD FEBRUARY 1, 2018**

The Meeting was called to order by Association President Jerry Koch at 6:06 p.m. in the Community Clubhouse located at 7770 Margerum Avenue, San Diego, CA 92120.

Directors Present:	Jerry Koch	President
	Stephanie Severson	Vice President
	Genevieve Guibord	Secretary
	Flo McCutcheon	Treasurer

Also present: PJ Chandler, CCAM, CMCA Community Manager, PHOAC, Inc.

OPEN FORUM

It was noted that there were no open forum issues raised at this time.

MINUTES

The Board reviewed the meeting minutes from the meeting held December 7, 2017. A motion was made and seconded to approve the minutes as corrected.

FINANCIAL REPORT

The Board reviewed the Financial Reports for both periods ending November and December 2017. It was noted that as of December 31, 2017, the Association had the following:

Assets: \$310,826.72

Operating Account: \$14,569

Reserve Account: \$295,525.84

Accounts Receivable: \$731.88

Pre-paid Income: \$11,932.80

Year to Date Income: \$385,892.13

Year to Date Expenses: \$352,866.17

Year to Date Reserve Allocations: \$113,868.18 (included in year to date expenses)

Net Gain of \$33,025.96

After discussion, upon a motion made, seconded and carried, the Board approved the financials as presented.

COMMITTEE REPORTS

A. Architectural: ... It was noted that there were no new architectural applications for the board to review at this time. However, there were two applications submitted previously for installation of vinyl windows that were re-reviewed. Both units had installed the incorrect type of vinyl windows in at least one of the windows that had been retro-fitted within their unit. It was agreed that although the window was different it still was similar enough to maintain the uniformity within the community.

A motion was made and seconded to approve permitting using the window for the living room only without the smaller window underneath.

B. Maintenance: ... The Board reviewed the maintenance log for the association. Management explained this log would, moving forward, document all calls regarding any maintenance issue and enable management to track them to prevent issues from slipping through the cracks.

1. **Clubhouse Siding:** ... The Board reviewed a proposal to replace the rotted out wood siding in the back of the clubhouse with stucco in lieu of wood. It was noted that the proposal was too high and management was asked to obtain additional proposals.

COMMITTEE REPORTS (cont.)

- C. Landscape; ... The Board reviewed the walk through report submitted by Green Valley Landscape from the January walk through.
1. Proposal 608-2018-01; ... The Board reviewed a proposal to refresh the mulch throughout the association in the amount of \$900. A motion was made and seconded to approve the proposal.

UNFINISHED BUSINESS

- A. Retaining Wall; ... It was noted that JW Building Services was almost completed with the replacement of the retaining wall. It was also noted that at this time the project was going smoothly and there were no issues to report.
- B. Signage; ... Management updated the Board on the status of the new signs that the Board had requested. It was agreed to implement the parking enforcement program once again within the community.

NEW BUSINESS

- A. Roof Replacement 7780; ... Management updated the Board on the status on obtaining the proposals for roof replacement and solar removal. It was agreed that once the proposals were submitted, the Board would need to hold a special meeting to review and approve a roofer so that the roof replacement could be scheduled as soon as possible in an effort to prevent additional damage from roof leaks if we should have any more rainy weather.
- B. Plumbing Repair; ... The Board reviewed the proposal submitted by JC Plumbing to repair the leak on sidewalk off of Laramie Way. A motion was made and seconded to approve the proposal in the amount of \$2,445.75.
- C. Unit 138; ... Management updated the Board on the status of scheduling the repairs for the separation of the patio from the building of this unit.
- D. Restoration in units 230 and 231; ... Management reported that the restoration of this unit was now complete.
- E. Reimbursement Request; ... The Board reviewed the request for reimbursement. There was some confusion as to the details of the request. Management was asked to obtain additional information. It was agreed to table until the April meeting.

ADJOURNMENT

With no further business to come before the Board, a motion was made, seconded and carried to adjourn the Open Session Meeting at 7:18 pm.

Secretary

Date