

**MINUTES OF THE HILL 'N DALE TOWNHOMES 'OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD DECEMBER 7, 2017**

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
	Genevieve Guibord	Secretary
	Flo McCutcheon	Treasurer

Directors Not Present:	Stephanie Severson	Vice President
-------------------------------	--------------------	----------------

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

OPEN FORUM

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

MINUTES

The Board reviewed the meeting minutes from the meeting held October 5, 2017. A motion was made and seconded to approve the minutes as submitted.

FINANCIAL REPORT

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

Assets: \$319,710.60

Operating Account: \$24,405.80

Reserve Account: \$294,443.15

Accounts Receivable: \$861.65

Pre-paid Income: \$9,819.26

Year to Date Income: \$327,765.47

Year to Date Expenses: \$284,744.98

Year to Date Reserve Allocations: \$94,801.63 (included in year to date expenses)

Net Gain of \$43,020.49

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

COMMITTEE REPORTS

A. Architectoral; ... It was noted that there were no new architectural applications for the board to review at this time.

B. Maintenance; ... Management updated the Board on the status of the following pending maintenance items:

1. Water Intrusion, unit 138; ... Flo will be stopping by unit to ask them to respond to email sent by management in an effort to inspect the unit.
2. Window Retro-fit Unit 150; ... Management was asked to forward notice to the owner that the window installed is not in compliance with the pre-approved standardized type windows.
3. Leak at unit 229; ... It was noted that leak had been repaired, unit was in process of drying out.
4. Clubhouse Siding; ... Management updated the Board on the status of the proposals to replace siding with stucco.

C. Landscape; ... The Board reviewed the notice from Green Valley Landscape regarding their increasing rates for their services beginning in 2018.

UNFINISHED BUSINESS

- A. Retaining Wall; ... Management updated the Board on the status of the contractor approved to repair the retaining wall in front of 7720 building.
- B. Signage; ... Management reported that the signage had been ordered as directed. The signs for the parking were now in and would be installed soon.

NEW BUSINESS

- A. Roof Replacement 7780; ... There was a brief discussion with regard to re-roofing 7780 due to the recent leak and damage to unit 229. Management was asked to submit proposals for both re-roofing and solar removal to begin work in early spring. Management was asked to forward proposals for solar panel removal as well as the roofing proposals. Questions to ask would be will removal of piping be required for a complete roof replacement? Management was asked to have Paradise Roofing take photos to document the condition of the existing roof.

It was suggested to temporary use tennis courts if necessary for placement of solar panels while roof was being replaced. The Board indicated that ideally the roofing project would begin around May 2018.

- B. FHA Renewal; ... The Board reviewed the information regarding FHA renewal for the association. President Jerry Koch volunteered to contact realtor to find out if what was described in the information was required to have FHA approval renewed.
- C. 2017 Annual Audit; ... The Board reviewed the proposal submitted by Terry Tagwerker, CPA to complete the annual audit report for 2017 in the amount of \$900. A motion was made and seconded to approve the proposal.
- D. Clubhouse Steps; ... Management was asked to obtain proposals for replacing the steps outside the clubhouse.
- E. Meeting Schedule; ... There was a brief discussion regarding scheduling Board meetings monthly in lieu of bi-monthly. 1st Tuesday of the month.

ADJOURNMENT

With no further business to come before the Board, a motion was made, seconded and carried to adjourn the Open Session Meeting at 7:14 pm.

Secretary

Date