

**HILLWOOD CONDOMINIUM  
BOARD OF DIRECTORS MEETING MINUTES  
Date: January 14, 2010**

**Homeowners Forum:**

None.

**Call to Order:**

The meeting was called to order at the Hillwood Clubhouse at 6:46 p.m.

**Roll Call:**

**Present:** Karla Slate – President, Douglas Hume – Vice President, Megan Ackaert – Treasurer  
CDC Representative – Chantelle Mitchell

**Excused:** Cori Hammock, Carrie Brume

**Approval of Previous Meeting Minutes:**

The minutes from September 2009 were unanimously approved.

**Treasurers Report :**

Megan reports that the Association is making money. Megan moves to transfer \$70,000 into the reserve account. Doug seconds. Motion passes unanimously.

Starting this month, the goal is to move \$4,150 into the reserve account each month.

The Umpqua account is still pending on Cori's signature as secretary.

**Committee Reports:**

Nothing new to report. Megan mentioned that parking seems to have opened up nicely since the Board's efforts to improve parking started.

**Manager's Report:**

Chantelle provided Board with itemized report of working and completed items; most of which are identified under old and new business. The leak in the C building is still be researched to determine responsibility.

Leak in clubhouse is requiring new drainage system to fix. Karla makes motion to approve drainage proposal based on contractor feedback and to proceed if the leaking is causing damage. Megan seconded. Motion passes unanimously.

Near the E building, Puget Sound Energy reports that our service conductors are damaged. Tandem electric will submit a bid to fix and they report the meter is not reading correctly.

**Old Business:**

- A. **Developer update:** Chantelle informed the Board that the developer says they will no longer cover anything and that the warranty is done and coverage is complete.
- B. **Hard Surface Flooring Standards:** No update.
- C. **Spa Code Compliance:** Chantelle reports it will cost \$136.88 to drain and winterize the spa, leaving it empty for 2010, and \$89 per month after that to keep the pool monitored. Megan made a motion to approve those charges. Doug seconds. Motion passes unanimously.

- D. **Goff & DeWalt (Attorney):** Attorney has only received two homeowner forms to approve change of Declaration. The Board discussed further advertising to homeowners in which Karla will write a letter to be included in Annual Meeting packets and have extra copies at the Annual Meeting.

The Board discussed the Soltner Group proposal from August 2009 to conduct the Building Envelope Study. Megan motions to approve the proposal. Doug seconds. Motion passes unanimously.

The attorney also provided a proposal from Charter Construction to participate in the Building Envelope Study. The Board would like to obtain additional bids for comparison.

- E. **Insurance:** Megan made a motion to approve the new insurance which includes earthquake insurance as well for a three-year period at a locked-in rate. Doug seconds. Motion passes unanimously.

#### **New Business:**

- A. **Annual Meeting:** The Board discussed moving the Annual Meeting onsite to the clubhouse to save rental fee at the school. Sign-in will begin at 6:30 p.m. and the meeting will begin at 6:45 p.m. with a presentation by Des Moines Police Community Service Officer Seabury regarding crime and safety in the Hillwood vicinity.

There are three positions opening up for vacancy: Karla's, Cori's and Carrie's. The Board would like to send a letter to homeowners about these openings. Chantelle will also touch base with all current Board members to inquire if anyone will return or resign.

The Board decided not to provide food or snacks this time due to budget constraints.

- B. **Wheelchair Access:** Unit D102 has asked the Board to allow them to turn their back porch gate into a wheelchair accessible one. The Board agreed that if the unit is a handicapped designated unit, then yes the HOA will allow it and cover the cost. If the unit is not designated and is just a standard unit, then the Board will allow it at the cost of the homeowner so long as it still looks like other gates in the complex. Karla made a motion to approve. Doug seconded. Motion passes unanimously.
- C. **A Building Drainage and Pond Cleanout:** When the pond level is determined, clean-up can occur during the dry season. However, as of yet, no outlet has been identified. A proposal for \$1,850 was discussed to jet the drainage line to the pond and locating the outlet. Megan made a motion to pass the proposal. Doug seconded. Motion passes unanimously.
- D. **Lighting:** Chantelle ignited a re-discussion of Tandem Electric's proposal to troubleshoot and fix lighting around the complex. The original proposal was not meant to include adding new lighting, but they can provide us a separate proposal to do so. The Board would like the second proposal and to include some lighting changes to the condo entrance. The existing proposal is \$985. Karla motioned to approve the existing proposal. Doug seconded. Motion passes unanimously.

#### **Executive Session:**

The Board proceeded into executive session at 8:05 p.m. to discuss delinquencies and personnel matters.

**Adjournment:** Motion made to adjourn the meeting @ 8.25pm and seconded.

**Next Meeting:** The next meeting is the Annual Meeting scheduled for Thursday, February 18, at 6:30 p.m. in the Clubhouse.