

**Arbor Terrace HOA
Board of Directors Meeting Minutes
May 20, 2020**

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on May 20th, 2020 via online video conferencing at 6:30 pm.

Present:	Amy Boyle	President & Treasurer
	David Baehler	Secretary
	Jean Payne	Director
	Jessica Elliott	Director

Excused:	Amanda McMillen	Director
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By Invitation:	Crystal Drake	Century 21 Northstar
	John Turner	Century 21 Northstar

Call to Order:

- The meeting was called to order at 6:35 p.m. by Board President & Treasurer, Amy Boyle, and quorum was established as per meeting guidelines.

Meeting Minutes:

- Meeting minutes can be found on the HOA's website: www.arborterracehoa.org

President's / Treasurer's Report:

- Account balances as of 4/30/2020 were recapped. All accounts are healthy and tracking as expected.
- SA Opt. C – The remaining SA Opt. C participants were not reported on the April financials.
- Reserve Study 2020/2021 – The reserve study has been completed and uploaded to website.
- Taxes – The 2018 (FYE 2019) have been filed.
- Attorney – Collection files have been transferred to Wyse Kadish, LLP to remain with same attorney who now works there.

Committee Reports:

Architecture Review Committee (ARC)

- Nothing to report

Compliance Committee

- Nothing to report

Landscape Committee

- Irrigation – Irrigation responsibilities have been handed over to Grounds NW.
- Projects
 - Park Corner Plantings – Proposals have been requested from local landscapers to install new park corner plantings.
 - Front Yard Grass Panels – Proposals from local landscapers have been requested to level soil and overseed throughout the community.
 - Harvester Ln. – Areas along Harvester Ln. need shrub removals of and new plantings. The possibility of hiring a local landscape contractor to complete the work was discussed. The project is approximately currently 30% complete.
 - FreeLittleLibrary.org - It was suggested that a “Free Little Library” be added to our community. It was decided that it be placed at the corner of SW Baler and SW Century. The cost will be \$500. The board unanimously agreed to move forward with the project.
 - Landscaper – The board has received emails from concerned homeowners regarding the quality of service provided by our current landscaper. Notable concerns are the lack of pruning and weeding. A reminder will be sent to the landscaper to manually remove weeds instead of using herbicide. The Board is also interviewing new landscape contractors to better meet our needs.

Open Forum:

- It was asked if there were any concerns regarding vandalism for the Free Little Library project. The response was that the library would be relocated if proposed location was not suitable.

- The topic of herbicide and pesticide use by landscapers on homeowner's front yards was discussed. The landscape company has been asked to manually remove unwanted plants. A reminder not to use chemical treatments will be sent to them.
- It was asked if we are looking at replacing the current landscapers. The board will seek proposals from other landscapers if there are ongoing concerns.
- An update was given regarding tree pruning on SW Holland Ln.

Old Business:

- There was no old business to discuss.

New Business:

Maintenance Items

- Playground Bark Chips – It was recommended to hire Grimm's Fuel Company to refill the playground area with bark chips.
- Playground Maintenance – Century 21 Northstar will seek out recommendations for ongoing playground maintenance.
- Row House Gutters – In January, the board reached out to Charter Construction regarding clogged down spouts on the row houses. They recommend that the gutter's capacity be increased over the capacity of those originally installed.
- Capital Maintenance Plans
 - All Lots Reserve – There are no major expenses planned for All Lots.
 - Row House Reserve
 - **2020-2021 – Building envelope condition assessment – Morrison Hershfield**
 - 2023 – 2025 – Three phase exterior paint with roof and gutter replacement.
 - Tamarack Reserve
 - 2030 – Metal fence replacement.
- Budget
 - It was recommended to keep the 2020 – 2021 budget the same as the 2019 – 2020 budget. Jean Payne moved to keep the budget the same. David Baehler second the motion. The motion passed unanimously.

Next Meeting Date:

- TBD

Adjournment:

- The board meeting was adjourned at 7:19 PM.