

DRAFT
Arbor Terrace Homeowners Association
Board of Directors Meeting
May 24, 2021

Minutes of the Board of Directors meeting of the Arbor Terrace HOA held on May 24, 2021, via online video conferencing due to COVID-19 restrictions.

Present:	Amy Boyle	President and Co-Treasurer
	David Baehler	Secretary
	Jean Payne	Director and Co-Treasurer
	Matt Elliott	Director

Excused:	Amanda McMillian	Director
	(provided recommendations to board prior to meeting)	

By Invitation:	Crystal Drake	Century 21 Northstar
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Call to Order:

- The meeting was called to order at 3:10 p.m. by Board President and Co-Treasurer, Amy Boyle. A quorum was established per meeting guidelines.

Meeting Minutes:

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

President's / Treasurer's Report:

- Financials were reviewed. All accounts are healthy and tracking as per budget and reserve studies.
- There are currently 10 homeowners participating in the "option c." payment program.

Director's Reports:

- Nothing to report.

Committee Reports:

- Architecture Review Committee (ARC)
 - A request was received for an AC unit to be installed in a visible area along the side of the home rather than in the place originally designated by the builder. The request was denied.
- Compliance
 - A committee will be created to do a community walkthrough to determine which homes need exterior maintenance. The findings will be documented and submitted to Century 21 so that homeowners can be notified.

- As a reminder, homeowners should remember to not accumulate items in their driveways. Items to be aware of are trash cans, toys, miscellaneous equipment and various construction projects. Items should be put away and not kept in driveways, lawns, or landscaping.
- If dumpsters are needed for projects, it would be best for homeowners to let the board know so they can address any complaints related to parking.
- Landscape Committee
 - Please see the “Landscaping Contract” section below.

Old Business:

- Landscaping Contract
 - Our association has been under a contract with Teufel Landscape since October 2020.
 - The board has been in meetings with Teufel since January regarding landscape designs for the community park. A community park revision diagram that was provided by Teufel was reviewed. At this time, an estimate has not been provided.
 - We are still waiting for an irrigation audit report, backflow report, and tree audit report. These were expected to be received this past fall.
 - Having a large company manage our association’s landscaping needs is a big change from the type of companies with whom we have been previously contracted and our expectations were high. However, due to complaints regarding the work performed by Teufel, their inability to provide quotes in a timely manner, and considering their higher cost, the board has reached out to DeSantis Landscapes for a bid.
 - Amy asked the board members to give their opinion of Teufel’s work so far. The board members unanimously agreed that the work performed was not equal to the value being paid.
 - Amy provided a cost comparison analysis between Teufel and DeSantis. She described the differences in the services we were expecting to get versus those which we have received so far.
 - The contract cost of DeSantis is about 50% lower than Teufel’s contract.
 - The cost of Teufel’s service is about \$80 per homeowner per month.
 - The cost of DeSantis’ service is about \$41 per homeowner per month. If we were to approve a budget with a switch to DeSantis prior to the completion of Teufel’s contract, the cost would be about \$51 per homeowner per month.

New Business:

- 2021/2022 Fiscal Year Budget Approval
 - Each line item in the proposed budget was reviewed.
 - The finalized reserve study was reviewed.
 - The board discussed changing the Rowhouse insurance carrier from Brown and Brown to ABI (American Benefits Inc.).

- Quotes were received from both companies. Based on the presentation of the material and the lower cost, Amanda recommended we switch to ABI.
- Amy moved to terminate Teufel's contract, effective October 1, 2021, and accept the contract proposed by DeSantis. Jean seconded the motion, which passed unanimously.
- David moved to accept Amanda's recommendation to switch our insurance carrier from Brown and Brown to ABI. Matt seconded the motion, which passed unanimously.
- David moved to accept the budget as presented. Amy seconded the motion, which passed unanimously.
- Resolution for Electronic Notification
 - Century 21 provided a Resolution for Electronic Notification, which would make receiving certain notifications from their office electronic by default. Homeowners would need to complete an opt-out form to receive certain notifications via paper mail instead. The goal of this resolution is to cut down on unnecessary waste and costs associated with paper mail.
 - Amy moved to accept the Resolution for Electronic Notification as presented. Jean seconded the motion, which passed unanimously.

Open Forum:

- A homeowner asked about the timeline regarding the replacement of roofs of the rowhouses. Amy explained that this information is available in the reserve study found on the website. Replacement will occur sometime in 2023 through 2025 along with painting, siding, and gutter and downspout repair and replacement.
- It was noted that the costs and increases associated with row home maintenance are calculated from our annual reserve study, which has a built-in incremental cost every 5 years.
- Regarding the metal fencing maintenance on Tamaracks, the plan is to refinish the fencing this year. However, a contract has not yet been secured for the work so it could occur in 2022. Full replacement of the metal fencing will occur within the next 12 to 15 years.
- A summary of the dues increase was also addressed. Beginning July 1, 2021, all lots will see a \$9 increase in HOA dues.

Next Meeting Date:

- TBD

Adjournment:

- Since there was no further business, the meeting was adjourned at 4:37 p.m.