

## Meeting Minutes from Master Assoc. HOA Board Meeting

Mtg Held April 13 at 4pm at Remax Conference room

### Master Assoc Board Attendees:

Al Berzett	President
Dan Sheffer	Vice President
Cole Baas	Treasurer
Kelli Whitehall	Secretary
Bob Sedge	Member
Susan Anderson	Landmark

### Other Attendees:

Cindy Sedge

Meeting was called to order at 4pm by Al Berzett, Master Assoc Board President.

### Agenda:

#### 1. Review March Financials – Cole Baas/Susan Anderson

There has been no invoice to date from the Golf Course for landscape services for the entrance area from the front guard gate to Fort Morgan Rd.

ACTION: Landmark Susan Anderson to make inquiries to the Golf Course

The Roadway reserve total on the balance sheet is off by \$7593.63, when you add up the account totals.

ACTION: Landmark Susan Anderson to work with Landmark accountant Kevin to find the disconnect.

On the Income statement, the Annual Association dues is showing a negative variance of \$3623.46.

ACTION: Landmark Susan Anderson to get more details on the variance and understand if there is a delinquency.

The Villas Association dues payments have not started yet. These are required by contract to begin in September. This may be the source of the variance.

Master HOA office rental payments in the Remax building has not begun yet. This is generating a positive variance in the budgeted expenses, which will be used to offset other unforeseen expenses as they occur. The closing on the purchase of the building has been delayed, therefore the rental payments for the Master HOA have not begun.

An overlooked expense of guard house cleaning has been added to the balance sheet, and may cause a slight negative variance this year. This negative variance will be offset with the operating capital fund. This expense will be added to the budget for 2023.

Although the Security line item is showing a negative variance on the balance sheet, this is misleading as the bill date is through the first week of April, and shows up on the March expenses. This item is not really over budget, it is an invoice timing artifact.

The March balance sheet financials will be posted to the website for all community members to view.

2. Discuss non-compliance actions/penalties – Susan Anderson

Landmark Susan Anderson presented three letters drafted for Master HOA enforcement. The first document is the Peninsula Master Association Non-Compliance Procedure. This procedure abides by the 10 day notice in the Master Association by-laws. A motion to accept was unanimous by the board and this procedure is now in effect.

A courtesy letter and a demand letter were also drafted by Landmark, and the Master board reviewed and accepted both letters, which will be used to notify homeowners of violations, and actions to be taken.

3. Report on ownership of both Guard Houses – Susan Anderson

The guard houses were deeded over to Peninsula Land Investments from H&M Partner's and they have now been deeded to the Peninsula Master Association. However, the transfer of the property was NOT provided to the Baldwin Tax Assessor office so the tax bills remain in the name of H&M Partners. Landmark Susan Anderson will have that updated as soon as the original recorded deeds are received from Honours Golf.

4. Common area maintenance and contract amendments – Cole Baas

Xtreme Landscape (Yancy) is experiencing greater operating costs as a result of inflation and the under-estimated effort of leaf blowing maintenance. As a result, there is currently no profit margin for Xtreme Landscape. Yancy is asking for a \$400/mo amendment to his bid which is an increase of \$3200 by 2022-year end. The board unanimously agreed to the increase. This increase will be offset using operating capital funds for 2022.

Dan Sheffer wants to power wash the Master Association common area sidewalks. Some portions of these sidewalks are black and in need of clean up. This maintenance was not included in the 2022 budget. Al Berzett requested Dan get cost quotes before the board makes a decision on this added maintenance expense.

5. Report on contact with Phillip Harris, developer of the Villas, and status on locating required submittals. – Kelli/Al

The Villas building plan submittals to the Peninsula Master Association have been found. No new information has been obtained on the start of this development, and we will continue to monitor this development progress.

6. Status on Storm Drain assessment - Dan

Dan and Jack Malone have completed their assessment of the storm drain catch basins. 27 out of 69 catch basins are in need of repair. Some repairs are major and some are minor. Dan has determined at least 12 need repairs this year. The board asked Dan to get bids on the 12 he has identified for this year, as well as getting a bid for all 27 this year to see if there is significant cost savings by doing all 27 at the same time. The board will make a decision after Dan presents the bid data.

ACTION: Is the Master Association responsible for the cost of maintaining the Condominium Parking lots - Kelli Whitehall

7. Status on creating an inventory of current home construction and locate the required submittals that were turned in to Royce. The ARC will need this information to close out each new home construction, as required in the ARC code and land use standard. - All

This effort is still in work, but progress is being made. Landmark Susan Anderson has created a spreadsheet of all current construction and is going to cross reference this to building permits to ensure the inventory is complete.

8. Discuss obtaining legal support for assistance with interpreting by-laws as questions come up. – All

This item was tabled for the next meeting due to time constraints.

The board members agreed to meet every two weeks going forward, due to the volume of items needing to be monitored and discussed. The next meeting will be April 27. Kelli Whitehall will submit the agenda for review and have posted to the website.

The meeting was adjourned at 5:35 pm.