

**Ceres Gleann Homeowners Board/TAC meeting  
Tuesday, November 5, 2013, 3:30 p.m., Community Center**

**APPROVED 12/3/2013**

**Minutes**

**1. Welcome and Introductions**

The meeting was called to order at 3:33 p.m. with Mike Stewart presiding.

**2. Ascertain if a Quorum is Present**

Mike Holland, Ron Dodge, Ray Olmstead, Mike Stewart, and Jim Fowler were present. Randy Rohman and Ron Hannegan were absent. A Quorum is present of the Board and TAC.

There were approx. 22 homeowners present in the audience.

**3. Proof of Notice of Meeting**

The meeting was noticed in the Monthly HOA Newsletter and during the weekly reminder announcement e-mail. A copy of the agenda and informational documents were placed in the Community Center by Monday Nov. 4, 2013.

**4. Approval of the Minutes of October 1, 2013 TAC Meeting - (attachment 1 - previously distributed via e-mail)**

Mike Stewart asked the Board & TAC members for any corrections to the minutes. Mike declared the minutes as accepted as presented as there were no comments made.

**5. Comments/Concerns/Questions/Topics from Homeowners**

**None**

**6. Committee, Resource and Service Group Reports**

**Priority**

- a. Reserve Study Recommendation E-mail- (attachment 3 - previously distributed via e-mail)

The recommendation was presented by Judy Levis and a lengthy discussion followed. As the Reserve Study Committee is a sub-committee to the Finance Committee, the Finance Committee was asked for a Reserve Study Recommendation. The Finance Committee Chair, Gladys Moorman, indicated that the committee had not had a chance to review the request by the Reserve committee and did not have a recommendation at this time. Since there is no longer a functioning Reserve Study sub-committee, the responsibility for annually reviewing/updating the HOA's Reserve Study falls to the Finance Committee. It was mentioned that the past Reserve Study Committee members acting as Liaisons from other standing committees would still be able to perform that function in the future. A discussion followed.

**Mike Holland made the following motion and it was seconded:**

- 1. That the TAC tentatively approves updating the HOA Reserve Study, with the work to be done in the summer of 2015 at a projected cost of \$3000.**

2. To cover the cost of the update, TAC has asked the Finance Committee to review the contingency amount that will be part of the 2014 HOA budget and determine if it would be prudent to set aside \$1500 of the contingency fund as carry over funds for the 2015 Reserve Study. If the Finance Committee determines that such a set aside can be safely done, it will notify the TAC of that decision in early 2014 and the budgeted contingency will be under spent in 2014 by \$1500.
3. To cover the remaining \$1500, the 2015 HOA budget will include this expense as part of its general assessments. This budgeted amount will be combined with the \$1500 carried forward from the 2014 contingency set aside to create a \$3000 line item for the Reserve Study expense. (The effect of these actions is that the cost of the \$3000 for the 2015 Reserve Study will be spread out over two budget years.)

The TAC & Board members present voted and the decision was unanimous. The TACmembers present approved the motion and the Board members present adopted the motion.

- b. Landscape - Report & Committee Expenditure Question

This item was tabled until the next meeting as the expenditure question had not been presented to the Finance Committee in time for the committee to determine a recommendation.

- c. Finance – 1) Sept 30, 2013 Finance Reports (attachment 4 - previously distributed via e-mail)  
- 2) 2014 HOA Budget Recommendation – (attachment 7)

Jean Sherbeck presented the 2014 Draft HOA Budgets and a very lengthy discussion followed.

**Mike Holland made a motion to accept the 2014 General Fund Budget as presented and it was seconded. The motion was approved unanimously by the TAC members present and adopted unanimously by the Board members present.**

**Mike Holland made a motion to accept the 2014 Special Fund Budgets as presented and it was seconded. The motion was approved unanimously by the TAC members present and adopted unanimously by the Board members present.**

Mike Stewart handed out a copy of the 2013 letter (attachment 8), that was sent to homeowners to notify them of the 2013 HOA assessments and indicated that the letter would be updated with the 2014 information and then mailed out to the homeowners prior to December 1, 2013.

### Regular

- a. CFC - Painting of Community Center Exterior in 2014 - (attachment 2 -previously distributed via e-mail)

Judy Levis presented the proposal to repaint the Community Center in 2014 utilizing Reserve Study funds. The CFC Committee recommends the HOA accept the Fast Painting quote which was the most expensive. A lengthy discussion followed.

Mike Stewart presented the idea, that when a committee was proposing to do maintenance or replacement work funded by the HOA Reserve funds, the committee should create a proposal utilizing the resolution format. This proposal resolution would then be sent to the Finance Committee for their consideration and the Finance Committee would then forward the proposal forward to the TAC & Board along with the Finance Committee's recommendation.

During the discussion the following points were made: 1) None of the quotes told how long the quotes were good for; 2) None of the quotes specified was manufacturer or grade of paint was to be used; and, 3) One of the quotes was from a contractor that was in the process of selling his business and the person purchasing the business who would be responsible for painting our Community Center did not have his contractor license yet and would be under no obligation to honor the quote.

**Mike Holland made a motion to accept Steve Stanley's quote and it was seconded. The TAC vote was 2-2, so the motion failed and was not forwarded to the Board.**

**Mike Holland made a motion to reject all bids and to go back with more a detailed bids request. The motion was seconded and approved unanimously by the TAC vote of members present.**

## **7. Unfinished Business**

### **Priority**

- a. Update on Annual Insurance Review - (attachment 5 - previously distributed via e-mail)

This item was not presented before the meeting was adjourned.

- b. Update on Age Verification Survey - Mike Gamble

This item was not presented before the meeting was adjourned.

- c. Validation of 2009 "Street Tree" Resolution - (attachment 6)

This item was not presented before the meeting was adjourned.

### **Regular**

- a. Update on HOA Management Structure Discussion with Declarants

Mike Holland presented a report on the results of the homeowner responses to his earlier letter to the homeowners requesting their feedback on whether the HOA should entertain the idea of discussing early HOA administrative management transition from Declarant to Homeowner control.

Mike reported that the number of the returned comments (16 households –for and 11 households against) out of 94 was rather disappointing. Mike indicated that he was not sure how to proceed.

Some homeowners indicated that they didn't understand from the letter that they were supposed to respond. Others thought maybe we needed an educational meeting dedicated to the subject.

It was suggested that maybe we should consider consulting an HOA Specialty Law Firm to help us understand the Pro and Cons to the homeowners of an early transition. Mike Holland expressed that the HOA needed to take the proposed step very seriously, because a lot of responsibility came with it.

The consensus of the discussion seemed to be that further educational and information efforts would be worthwhile. In support of that idea it was decided that we should schedule an informational session with a representative of the Vial Fotheringham Law Firm sometime in April or May.

- b. None

## **8. New Business**

### **Priority**

- a. Discussion of HOA Corporate Records Policies and Procedures

This item was not presented before the meeting was adjourned.

### **Regular**

- a. None

## **9. Next Meeting Dates**

- a. Regular TAC Meeting, Tuesday, December 3, 2013, 3:30 p.m., Community Center
- b.

## **10. Adjournment**

The meeting was adjourned by Mike Stewart at 5:40 p.m.

Ray Olmstead  
TAC Secretary

Attachments:

October 1, 2013 Board/TAC Mtg Minutes – (attachment 1)  
CFC Proposals to Repaint Community Center Exterior and Recommendation – (attachment 2)  
Reserve Study Committee Recommendation for 2014 Funding – (attachment 3)  
Sept. 30, 2013 Finance Reports – (attachment 4)  
Finance Committee 2014 Draft HOA Budget Recommendations – (attachment 7)  
2013 HOA Assessment Announcement Letter to Homeowners – (attachment 8)

**Note:** Above mentioned agenda items and any associated attachments that were not discussed prior to the above meeting being adjourned will be carried over to the next regularly scheduled TAC or Board/TAC meeting.