

Springbrook Owners Association Board of Directors Meeting Minutes (05/17/01)

1. Meeting called to **Order** at 7:30PM
2. **Proof of Notice:** Ray Malkiewicz stated that he had posted the day and time of the meeting on the Association web site.
3. **Quorum** Requirement was met. All Directors present, namely, Sharon Howe, Ray Malkiewicz, and Matt Parker. Also present were Terry O'Neill, Sherry O'Neill, Valerie Quarles of Liddiard Management and four residents.
4. **Minutes** of last meeting were unanimously approved.
5. **Officers's Reports** (current status of items/issues officers are aware of, or working on)
 - a) Status of Gazebo
Vice President Matt Parker reported that the Gazebo was being shipped and should arrive by Tuesday, May 22nd. Secretary Ray Malkiewicz suggested that the location of the Gazebo be placed in the center of the park area.
 - b) Status of Park Survey
Matt Parker reported that the Park Survey had received a total of 32 responses. He further stated that the majority of those responses were in favor of a pool, basketball court, irrigation and water fountain.
 - c) Status of Moving Signs on Heatherwilde
Matt Parker stated that he is still in the process of attaining bids to move the signage. He further stated that the contractors he had spoken with had stated there may be difficulties with dissembling and moving the signage. Secretary Ray Malkiewicz brought up for discussion the option of donating the sign which is on the church property to the church and moving one of the signs to the common area. He further stated the option of having a new wooden sign made. No decision was made, the options will be reviewed.
 - d) Status of Deed for Property from KB and Ryland Homes
Valerie Quarles of Liddiard Management stated that Bob Solomon of Ryland Homes, Inc. had stated to her during a telephone conversation of the week of the 30th, that the agreement for conveyance of the land at 'Betterman' was in 'legal'. She further stated that she expected a resolution within the next two weeks. She stated that she had contacted Veronica Estrada of KB regarding the conveyance of the property at 'Regis'. Ms. Quarles stated she faxed Ms. Estrada the plats and information necessary and had confirmed her receipt of the fax by telephone. Ms. Estrada had stated to Ms. Quarles that it would go directly to their legal department for further processing.
6. **Special Orders** (items/issues to be addressed at current meeting)
 - a) Elect Positions of Treasurer and Assistant Secretary
The Board appointed each member to the following positions:
Sherry O'Neill- Treasurer
Mike Anderson Assistant Secretary
 - b) Vote on Steve Moody for AC Committee (or other nominees if selected)

The Board approved the addition of Steve Moody to the AC Committee by acclimation.

c) Select Member of AC to Chair the Committee

The Board conferred and understood that at this point in time Karen Armstead was Chairperson for the committee. It was decided to contact Ms. Armstead to confirm her desire to continue as Chairperson. It was further established that at this time the AC Committee was comprised of the following members:

Karen Armstead
Terry O'Neill
Steve Moody

d) Direct Liddiard Management to Provide the Year 2000 Board Meeting Minutes

Valerie Quarles presented the Board with all the Board Meeting Minutes of 2000 (including January, February, and March 2001) that the previous Board supplied to Liddiard Management.

e) Direct Liddiard Management to Send New Director Packets to Sherry O'Neill and Mike Anderson.

Ms. Quarles stated that the packets were being made and would be mailed out to the new Board members by next week. The Board instructed Ms. Quarles to contact the Board when the packets were ready and that a Board member would pick them up at Liddiard's office.

f) Direct Liddiard Management to Stop Weekly Maintenance Person

Ms. Quarles stated that as per Board instruction the weekly maintenance of the community had been discontinued.

g) Advise Liddiard Management that the Board will Begin Handling the Finances of the Association:

Ms. Quarles stated to the Board that in order for the financials to be assumed by the Association that the management contract would have to be terminated. The contract specifies that the Association must give thirty days written notice of termination. Ms. Quarles further explained that the thirty days provides the time necessary to make that transition of records and documents. Ms. Quarles suggested that it would be beneficial for the Association to terminate its contract effective June 30th, 2001 since that would be the end of the billing cycle, allow enough time to clear many invoices and the beginning of the third quarter. President Sharon Howe stated that the Board desired to continue with Liddiard Management until such time as the Board had acquired the information and experience necessary to assume full responsibility of the Association. Ms. Quarles stated that Liddiard Management would be unable to do that as it would be in breach of the management contract and Liddiard Management had decided that at the contracts expiration in September, they would not opt to renew the management contract. The Board decided to review the June 30th, termination date.

h) Direct Liddiard Management to Provide Current Members Status of Accounts

Ms. Quarles provided the Board with the Delinquency Log, and Accounts Receivable Detail, as well as the April 30th, 2001 Financial Report.

i) Direct Liddiard Management to Provide the Missing Financial Reports from June, September, October, and November of the Year 2000

Ms. Quarles provided the Financial Reports of June, September, October, and November of the Year 2000. She further stated that the Financial Reports were not missing. Liddiard Management is contracted to maintain these records at our offices and that they are on file for any members review.

- j) Direct Liddiard Management to Provide the Most Recent Bank Statement Along with All the Records Needed to Handle Association Finances Including all Association Checking /Savings Books

Ms. Quarles provided the Board with the most recent bank statements, inclusive of the operating and reserve accounts. Ms. Quarles again stated that in order for the Association to wholly assume the financial responsibilities, a thirty day notice and transition period must be observed.

- k) Discuss Banks for Association Money and Which Bank to Use

The Board tabled discussion of topic until the termination period for the management contract is determined

- l) Discuss Sending Out Mailer to All Members with New Payment Coupons with the New Association Address

The Board tabled discussion of topic until the termination period for the management contract is determined.

- m) Direct Liddiard Management to Forward All Mail to the New Association Address

The Board tabled discussion of topic until the termination period for the management contract is determined.

- n) Direct Liddiard Management to Send Address Change to All Open Accounts, Including Utilities to the New Address

The Board tabled discussion of topic until the termination period for the management contract is determined.

7. Unfinished Business

- a) Ms. Quarles presented a bid to the Board for the installation of the 'Resident Use Only' signage for the park area. Ms. Quarles stated that the bid was for two signs and installation at a cost of \$903. Vice President Parker stated the Park Committee would now be attaining other bids for signage.

8. New Business

- a) Set Date of Next Meeting. Proposed to be June 21, 2000 at 7pm
The Board confirmed the next meeting date to be June 21, 2000 at 7:00pm.
- b) Set Venue for Next Meeting
The Board established the location to be at Vice President Parker's residence of 810 Palatine Lane.
- c) The Board instructed Liddiard Management to have the Association attorney contact Kaufman and Broad regarding the following concerns with the construction trailer site:
 - i) Gate to be closed and locked by 7:30pm
 - ii) Weeds/Ground Cover to be kept under 6".
 - iii) Stabilize Fence
 - iv) Clean up of nails and other hazardous debris outside of the gated area.

9. Adjourn Meeting

The Board voted to adjourn the meeting at 9:53pm.