

# North Bench Farms HOA Meeting Notes

Date: Monday, May 21, 2018

Place: Elk Meadows

Time: 7:00 p.m.

Board Members In attendance: Jason, Tim, Brad, Marlo

## Meeting Called to Order (estimated time – 7:00 p.m.)

Motion to Call Meeting to Order: Jason Glidden

Time: 7:08pm

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### Topic #1: Approval of Minutes

**Person:** Jason Glidden

(1) Board to Approve Minutes from:

**Changes:**

**Motion to Approve:**

**Second:**

**Vote:**

**Notes:**

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**Topic #2: Public Input** – Any matter that is not on the agenda. Board discussed the possibility of raising HOA fees in order to keep up with the rising cost of expenses. It will be added to a future agenda.

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### Topic #3: Financial Update

**Purpose:** To review the current HOA financials and go over the fund monies from Oakley City.

**Product:** Inform board

**Person:** Marlo

**Allocated Time:** 10 Minutes

**Other Information:**

*Notes/follow up:* Concerns expressed about how many people are behind. Linda has started to send out late notices per the new policy. Discussion occurred on SEB Legal and the collections fees they are charging. This concerns was raised based on a recent payment made by homeowner on back HOA fees in which the HOA received \$200.00 out of \$708.75. Linda requested explanation on collection fee but has not heard back from SEB Legal. Discussed possible property transfer fee. Not too much but just to cover expenses with the transition.

Money from Oakley City – Initial deposit of \$17,850. Two disbursements: \$823.43 Tim Smith for fencing materials, 11,888.00 to Action in June of 2009. There is \$6024.74 remaining in the account. City will release money to the HOA. Marlo will follow up on the interest earned and request the monies be released to the HOA. Marlo will have Linda create a new account for this money.

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### Topic #3: Property Agreement

**Purpose:** To review the draft property agreement between the HOA and the home owners involved

**Product:** Complete the draft agreement between HOA and home owners

**Person:** Jason Glidden

**Allocated Time:** 20 Minutes

**Other Information:**

**Motion to Approve:**

**Second:**

**Vote:**

*Notes/follow up:* Jason is almost finished with the agreement. Brad is going to meet with Stephanie and Brady and measure out the additional land and stake it out so they can better understand what land they are going to gain.

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**Topic #4: On Street Parking**

**Purpose:** Continue Discussion on the issues with on street parking and discuss possible solutions.

**Product:**

**Person:** Marlo

**Allocated Time:** 10 Minutes

**Other Information:**

*Notes/follow up:* The City can find information about parking enforcement or if there is an ordinance in place. Marlo is going to continue to look into any regulations that are in place. Once information is found the board will discuss next steps including signage and enforcement plan.

**Next steps:**

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**Topic #5: Management of HOA**

**Purpose:** Vote on Contract – HOA Management

**Product:** Review the proposed contract with Bridge Street Management Company for the management of the HOA.

**Person:** Jason

**Allocated Time:** 20 Minutes

**Motion to Approve:** Tim motioned to give Jason authority to sign the contract with Bridge Street Management Company for a one year contract to provide management services to the HOA.

**Second:** Marlo

**Vote:** Unanimous

**Other Information:**

*Notes/follow up:* Board felt that on tracking the management of the HOA will improve the neighbor.

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**Topic #6: Subcommittee Updates**

**Purpose:** Updates from board members on subcommittee (CC&Rs, Architectural, Etc.)

**Product:** Next steps in the process.

**Person:** Brad & Jessica

**Allocated Time:** 10 Minutes

**Other Information:**

*Notes/follow up:* NONE

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NEXT WEEK'S MEETING:

LOCATION: Elk Meadows