

**REFLECTIONS OF WALNUT CREEK II HOME OWNERS ASSOCIATION
MINUTES OF EXECUTIVE BOARD MEETING FEBRUARY 8, 2017**

CALL TO ORDER

The meeting was called to order at 1.07pm. Board members attending were: Rita Pierson (President), Michelle Parriott (Vice President), Carter Rowles (Treasurer), Constance Robinson (Member At Large), Penny Corden (Secretary) and Jessica Hamilton, Beck & Company.

The meeting was called specifically to discuss: the proposed capital projects to be carried out this year; and the need for an HOA loan and corresponding Special Assessment to meet repayment terms.

APPROVAL OF MINUTES

By common consent of the Board, the minutes of the Executive Meeting held on August 23, 2016 were approved, signed by the Secretary and posted in the kiosk and on the HOA website.

CAPITAL PROJECTS

Replacement of Fences and Road Surface:

Discussion took place on the four bids received for this project. Penny Corden called for a motion to accept Patriot Fence & Roofing as our preferred vendor, seconded by Michelle Parriott and carried unanimously. The cost of replacing the current fence will be \$60,100.

Jessica Hamilton outlined the need for the replacement of the railroad ties behind units 103 to 107. The re-fencing here cannot take place until new ties are installed and maintenance carried out on the plantings in this area. The costs for this project are estimated at \$5,657. Michelle Parriott called for a motion to accept this project with associated costs, Penny Corden seconded the motion and it was carried unanimously. This cost, together with projected costs for replacing ties in other areas of the property, will be added to the HOA capital expense planning budget.

The question of making an offer to homeowners take this opportunity to extend their patio areas while in the process of re-fencing the property was discussed at length. It was unanimously agreed that, pending approval of HOA members, the following conditional offer will be made:

1. This offer is made to homeowners who wish to extend the back fence of their Limited Common Elements (LCE) by three (3) feet upon written (email, hard copy) confirmation to the property manager, Jessica Hamilton..
2. An inspection shall take place of such LCE to assess the feasibility of the extension and the homeowner shall be notified in writing if the extension cannot be carried out.
3. This offer shall be made to current homeowners on this occasion only and shall not be extended to any future purchaser of a unit without said extension.
4. This offer is made on the understanding that costs incurred for the re-siting of any sprinkler heads and water lines, and utility lines etc. shall be to the homeowner's account, and payable to the HOA.
5. This offer is contingent upon the explicit agreement between the homeowner and the contractor that fees for the extension of the LCE shall be paid directly to the contractor before any work begins. Neither the board of the HOA nor the property management company shall be responsible for any financial transactions whatsoever between homeowner and contractor.

The question of re-surfacing the roadway through the property was discussed as a capital project due to be undertaken this year. It was agreed that this cost will be added to the loan. Jessica Hamilton will request bids in due course.

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Financing:

Discussion took place on the proposed acceptance of a loan from a private investor. This loan would comprise \$75,000, repayable over three (3) years at a 7.5% interest rate. It will enable the HOA to carry out these improvements to the property and enable a more flexible cash flow over the coming year. The board agreed to go ahead with preliminary arrangements so that work can begin as quickly as possible.

The Board discussed and agreed that a Special Assessment rather than an increase in homeowners' monthly assessment dues would be the preferred choice for repaying the HOA loan debt. As an example, it was estimated that each homeowner would be liable for a maximum payment of \$57 a month (depending upon the size of the unit) over a period of 10 months. Homeowners would be given the opportunity of paying in one lump sum if they choose to do so, as with past Special Assessments.

Summary:

An HOA meeting is tentatively scheduled for 5.30pm on Tuesday, 21 February, 2017 in the pergola at the pool area. This information will be confirmed to each homeowner shortly. The Agenda will be:

Discussion and motion to approve offer to homeowners to expand LCE at rear of units where feasible and subject to conditions 1. through 5. above.

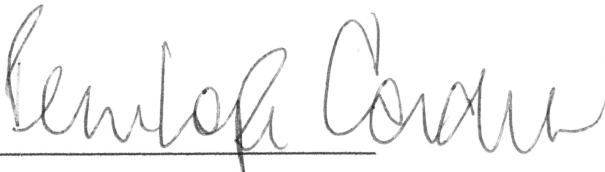
Discussion and motion to approve Special Assessment for the funding of capital improvements to be made this year for fencing and road surfaces.

ADJOURNMENT

Michelle Parriott put forward a motion to adjourn, seconded by Penny Corden. The motion was duly carried and the meeting adjourned at 2.30pm.

Respectfully submitted

Date of approval



Penny Corden, Secretary

2-15-2017