

MENTONE CLUSTER DEVELOPMENT OWNERS ASSOCIATION, INC.

Board of Directors Meeting Minutes

January 20, 2011

With a quorum present, the January 20, 2011 meeting of the Mentone Board of Directors was called to order at 6:35 pm by President Dave Jenkins in the Mentone Recreation Pavilion.

Directors Present: Dave Jenkins (President), Angela Lounds-Singleton (Vice President), Karen Ledee (Treasurer), Al Tilly (Secretary), Patsy Murray

Members Absent: none

Trend Management Solutions Staff Present: Amanda Armstrong, Ben Romanik

Resident Comments: Michelle Foo. Foo discussed the lighting at the entrance to the subdivision and told the board that it is hard to see the entrance with oncoming traffic and no lighting in the entrance other than the low height post mounted globe lighting. She asked if we could upgrade the lighting to something more noticeable. Discussion ensued and after good communication between all present regarding hours of operation of the lights and recent electrical outages in the neighborhood affecting the light timers, Jenkins raised the solution of upgrading the light bulbs in the existing fixtures to something brighter. The Board would then consider further measures should it seem that the brighter lights did still not provide enough light. This solution applies to both entrances. The Board asked Armstrong to request Annis replace the bulbs in the existing fixtures with bulbs with twice the wattage.

Consideration of Minutes: December 16, 2010 minutes. No discussion, motion to approve by Jenkins, seconded Ledee. Approved unanimously.

Reports of Officers:

President – deferred comments to action items section.

Vice President- Relayed the decision that constraints on her time may preclude serving on the Board in a major role in the near future and she wanted to let us know now so proper steps could be taken to preserve continuity and allow us to continue to make additional progress on the items we've been working on and to be ready for those to come. Her intention is to take a leave of absence of a year or more starting at the elections of officers (at the February annual meeting). This precipitated a candid and frank discussion about lack of volunteers to help out with the operation and maintenance oversight needed in a subdivision this size. Also discussed were how transitions for some Board members will happen if no one else decides to step up to help. The simple truth is that it will be necessary to shut down the Board if no one volunteers to be on it. The management company is powerless since they take their direction from the Board. This would mean the subdivision is left to run itself. Bills couldn't be paid and any maintenance issues that arose would be left in limbo indefinitely. All agreed that this worst case scenario seemed like a dire result but also agreed that it was accurate

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without help. The Board discussed the greatest demands on their time for Mentone duties. The clear consensus was that the Codes, Covenants, and Restrictions (CCR) duties were by far the greatest drain on time. This involves review of yards subject to fine and other enforcement actions. Also agreed was the lengthy list of items that needed addressing when the current Board coalesced (pool repairs, etc.). Most of these items have been addressed so the next few months are anticipated to be relatively low key. Discussion ensued regarding how we could impress upon others living in the neighborhood that fresh blood is good for the Board and with elections at the next meeting it was important to try to elicit action from others now. It was decided a letter go out to all residents inviting them to participate in the process and help to make Mentone better. Discussion then ensued regarding what damage control could be invoked should the plea for help go unheeded. Also, what changes could be made to make the process more inviting to those on the "outside" of the Board.

Secretary – No report.

Treasurer – deferred to Financial Report section.

Committee Reports:

- A. Financial – Ledee went over financial statements. The Board decided that partial retained earnings be transferred to a general reserve account with an additional transfer to the contingency fund on the operating side of the balance sheet. Motion by Jenkins that, subject to any legal constraints, we transfer \$20,000 from retained earnings to the general reserve account . Second by Kedee. Approved unanimously. Motion by Jenkins to transfer another \$10,000 to the contingency fund (line item 08075 in the report). Seconded by Ledee, approved unanimously. Motion Jenkins that if it is later determined the general reserve account is not doable, that money should be transferred to the contingency fund. Seconded Ledee, approved unanimously.
- B. Playground/Recreation/Pool – Board went over two bids for the signs in the pool area for maintenance of the existing posts and replacement of the sign boards. The bid from Festival had better materials and the lettering could be more easily changed should the need arise. It was also pointed out that Festival did the signs originally. Sign-o-Rama had a bid including one sign only with no installation of the sign option. Murray pointed out that if the lettering doesn't change very often (and it was agreed that it didn't) do we really need individually changeable letters on the signs. Murray asked Armstrong to contact Festival and see if they would do the pool sign only (no kiddie pool sign), no painting of the existing posts or installation of the signs. Murray also asked Armstrong to ask Annis for a bid to do the installation. She also asked Armstrong to contact Sign-o-Rama and determine if they had the high grade vinyl lettering and if they would install the sign.

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- C. Social – No Committee members present.
- D. Welcoming/Love thy Neighbor – No report from the welcoming committee. It was pointed out that some new residents have not been offered a fruit basket as a welcoming gift to the neighborhood as has been the Board's desire and expectation. Murray stated that this should be checked and verified to make sure this doesn't continue to languish.
- E. Architectural Review/ARC – Car parked continually in the street with no hood and under repairs was discussed. Multiple attempts have been made by the Board, through the management company, to try to amicably have the safety hazard removed but to no avail. Decision was made to report the safety violation to the County and ask that the violation be removed. Discussion was also had regarding placing an item in the next mass mailing to all residents to include the option for communication between the Board, Architectural Review Committee, and the management company with residents to be through electronic means (predominantly e-mail).

General Manager's Report:

- A. CCR/Landscape: most number of violations in the last drive through appeared to be from lack of edging, lack of mulch, leaves left on roofs for more than what appeared to be a reasonable time, trash cans and recycle bins left at the road and yard issues (brown, dead grass, etc.). The management company was asked to take a softer approach to enforcement this month due to the weather and effect it's had on everyone's plants and lawns. This resulted in 21 friendly letters, 10 thirty day intent to take further action letters, and 4 fifteen day intent to fine letters in total. It was pointed out that these levels are well below a normal month in the summer season. Also sent were 39 "improvements required in spring" letters so that residents could be proactive with getting necessary repairs and maintenance completed as soon as the weather cooperates.

Unfinished Business:

- A. Review of Action items: Action items were discussed. (See separate action items list).
- B. Cleaning of brick entrance walls: 1 bid has been received so far with a cost of \$785 for spot cleaning of the wall. An option was presented for total cleaning of the outside of the wall (Archer Road side) for a total of \$950 (including all 4 entrance signs). Jenkins pointed out that it would be best not to do the entrance signs since some of the lettering is loose and the cleaning process would likely further loosen or remove some of the lettering. Armstrong to check with another vendor to get a cost for the same services as a comparison.

New Business:

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- A. Pavilion request for January 22. The request came in late and the form was not filled out (sent in blank). Armstrong was asked by the Board to return the incomplete submittal and state that it needs to be completed prior to the event while also pointing out that a defined time limit is required for the event.

Resident Issues:

- A. No other resident issues were presented.

Motion to adjourn at 8:16 pm by Jenkins, seconded by Ledee, approved unanimously.

**\*\*Pending official Board of Director's Approval at the February 17, 2011 meeting\*\***