

# Newberg Crest Home Owners Association

## Meeting Minutes Board of Directors

**Date/Time:** January 11, 2017 @ 7:00 PM. Haggens, Snohomish

### **BOARD MEMBERS PRESENT:**

John Moss	President
Brian McMahan	Treasurer
Luke Webster	Secretary

### **HOMEOWNERS PRESENT:**

Skyeler Malone	MCC
----------------	-----

### **ESTABLISHMENT OF QUORUM/CALL TO ORDER**

A quorum was established and the meeting was called to order by President John Moss at 7:15 PM.

### **Prior Meeting Minutes:**

- Oct 12, 2016 meeting notes were approved.

### **Finance Report:**

- Year-end finance report
  - Budgeted expenses: \$36,395
  - Actual expenses: \$22,585.38
  - Under budget by: \$13,809.62
  - Road maintenance was significantly less than planned creating the surplus
  - Only item over budget was unexpected culvert install on first easement road on the right
- Yearly dues will be sent to members this month

### **Old Business:**

- Entrance Landscaper
  - Omar's Landscaping re-established contact and after clearing up previous concerns we elected to maintain the contract
- PCAM Management Company for Inspections
  - PCAM failed to show up during scheduled inspections multiple times and has been slow on communications
  - As of January 2017 meeting there is no indication that PCAM has gone through process of identifying infractions and sending notice letters
  - Board will review the status of the PCAM fall inspection at next meeting and take action if needed

### **New Business:**

- Front Entry Gate Failure and Replacement
  - Early December 2016 the Board decided to hire Automatic Door and Gate to replace the mechanical portions of the front entry gate based on failures in November 2016
  - On December 29<sup>th</sup>, Automatic Door and Gate completed the replacement of the front entry gate mechanical components
  - On the morning of December 30<sup>th</sup>, the front entry gate was stuck half open and the actuators were making a high-pitched noise
  - Since December 30<sup>th</sup> we've been in contact with Automatic Door and Gate and they've been working through resolution of the problem
  - The Board will review the status of the gate if not resolved by next meeting
- Vehicle damage by Front Entry gate
  - On December 29<sup>th</sup> the entry gate closed on one of lot 103 owner's vehicles causing damage
  - The board will request a picture of the damage and a commercial estimate for repair, evaluate, and negotiate with Automatic Door and Gate on compensation

### **ACC Report:**

- No Updates

**MC Report:**

- MC is continuing to work with Automatic Door and Gate on gate replacement issue

**New Action Items:**

- Brian – Provide north gate keys to members north of culvert
- Luke – Send updated plat map indicating new owners of lot 109
- Luke – Send email to lot 103 requesting photo of vehicle damage and commercial estimate for repairs

**Next Meeting:**

- The next meeting will be February 8<sup>th</sup> at 7 PM, Snohomish Haggens.

**Meeting Adjourned at 7:55PM**

Respectfully submitted January 15, 2017 by Luke Webster.