

Torwood HOA Meeting Minutes

Meeting Date 6/28/15

Time 7:00 pm Start Time

Attendance: Heather Singh, Steve Ingram, Gary Ancinec

- Reviewed monthly financials
- Steve and Heather will meet with CPA in August to discuss completion of financial review for 2013 and 2014
- Agreed to increase financial reserves for Association from 10% to 20% of annual revenues
- Discussed web site design and potential change of hosting vendor. Discussing potential changes and estimated costs with web designers.
- Survey of common space property lines – decision made to e-mail homeowners about the expenditure for the survey and review comments prior to board signing contract
- Outstanding dues – Still one homeowner with outstanding dues. Process will be initiated to send to collections (Update: In July 2015, certified letter was returned “undeliverable” from USPS. Board re-initiated direct contact with resident, but delayed taking action on sending to collections.)
- Steve to finish question and answer section on new project application. Would like to submit to the landscape committee for review and begin discussion about developing checklist for PRA decision making process.
- Jen Gifford working on front entrance with anticipated completion of July
- Heather will seek quotes for updates and improvements to landscaping in common areas
- Steve will order drain cap for southern detention pond
- Legal Services Fund – Decision was made to set aside a \$1,000 reserve for legal services.
- August Garage Sale – Will send out communication to ask for volunteers to coordinate this year’s sale
- Annual Newsletter – To be sent out in September
- Annual Meeting – date will be picked and scheduled at library for October 2015
- Adjourned at 8:15 pm