



Somerset Owners' Association

Board Meeting Minutes July 25, 2018

Meeting called to order: at 6:00PM by Alex Power.

In Attendance: Quorum was established with: Alex Power, Vince Bozich, Blair Thompson via phone, Gerald Hoefling, Sara Atkins, Lisa Bates (SSC), Jacque Desjardins (SSC), Stephanie Wojtak (SSC) and 2 homeowners. Introduction of new leasing consultant John Kurtz to the SSC team.

Review & Approval of Minutes: The minutes from the 4/25/18 Board Meeting were approved as written.

Community Overview:

- **Landscape Committee Update given by Alex and Sara:** Rock is in progress and being disbursed throughout the community. Plants will be planted in September in cooler weather. The front entrance flowers are completed.
- **Architectural Committee Update given by Jerry:** Passing out warning letters to units with patio violations. Satellite dishes have been a hot topic. Jacque's warnings have been efficient and no need for 1st violation letters to be sent. An owner inquired about her bike on patio. Putting in the storage room was advised but moving it from patio to comply is needed.
- **Short Term Rental Committee Update given by Alex:** Eleven units still on VRBO, 6 are in violation. VRBO ads need to be printed and sent to Management. Letters will be sent to Owners with fines attached (current structure), because they are advertising for rentals less than 30 days. If the Owner does not take down their ad by September 1st, they will be fined according to the updated fine structure. Owners need to provide HOA Management with their Tenant information and a copy of the Rental Agreement within 10 days of occupancy.
- **Budget and Finance Committee Update given by Sara:** The Board should submit 2019 budget ideas to Alex, who will send to Lisa by August 15th. 2019 budget will be started by Lisa Bates no later than mid-Sept. The rough draft will be submitted to the Board on or before November 1st. Due date November 15th.
- **Pool/BBQ & Clubhouse Committee Update given by Blair:** Pool tile is complete. Fence is painted. Three new high-top tables and chairs have been added. The double grills for the pool area are delayed, because the vendor only had single grills. A new refrigerator will follow. Two concrete pads have been poured, the grills for the back of the community will arrive by August 16th.

Financial overview:

June 2018 Financial balance sheet was not discussed but included in board packet. Currently have \$72,512.38 in operating #0121 account and \$652,993.07 in reserve #3210 fund account.

- **Reserve Fund Loan:** \$47,979.64 aged payable report from 2016. Patricia will be getting in contact with Alex for recommendations on how to repay the loans.
- Lisa will work with the SC accounting department to produce Aged Payables Reports prior to and after the said loans.
- **HOA dues:** Dues for 2019 will be based on the schedule which is included in the CC&R's.
- **2019 Budget:** Send capital expense ideas to Lisa by 8/15/18. i.e. pool furniture, umbrellas, asphalt, tile at hot tub/pedestals, etc.
- **2018 Audit:** Audit complete; we are awaiting the report

Old Business:

- Nothing currently.

New Business:

New FOB system Installation Rollout. Pool FOBS ordered to work with the same system. The pool gate will no longer have a key lock. Automatic Gates needs to pull electric from the pool room, weather permitting project tentatively scheduled for the week of July 30th, 2018. This is a 3-5-day project. Jacque is waiting for bid to FOB billiard room. Suggest moving pool table to media room where it is already FOB' d.

YARDI Software upgrade and 2018 Survey of Owners: Transition has been going well, emails have been sent and letters mailed. Every Tuesday an automatic email is sent to register ACH "sure pay". Owners must register on line and must set up new ACH accounts if interested in auto withdraw

Change September 25th meeting date: to September 19th, Alex motioned, Jerry 2nd and Vince approved.

Fine amounts for violations: **APPROVED BY THE BOARD. EFFECTIVE SEPTEMBER 01, 2018

Patio/Balcony/Exterior Building Noncompliance:

- Courtesy Notice: Given out by onsite manager from community walk, has 7 days to comply.
- 1st Violation letter: Sent from HOA with 14 days to comply if they didn't answer courtesy notice.
- 2nd Violation letter: Sent from HOA with a \$100.00 fine attached.
- 3rd Violation letter: Sent from HOA with a \$150.00 fine attached.
- 4th Violation letter: Sent from HOA with a \$200.00 fine attached.

If the violation continues without resolution after the 4th notice, a fine of \$200 will be assessed every 14 days until the violation is resolved. In addition, the BOD shall have the right to remedy the violation and/or take legal action; the cost of which shall be invoiced to the owner and collected in the same manner as assessments.

Nuisance/Disturbing the peace:

- 1st Violation letter: Sent from HOA with 14 days to comply if they didn't answer courtesy notice.
- 2nd Violation letter: Sent from HOA with a \$500.00 fine attached.
- 3rd Violation letter: Sent from HOA with a \$750.00 fine attached.
- 4th Violation letter: Sent from HOA with a \$1,000.00 fine attached.

If the violation continues without resolution after the 4th notice, a fine of \$1,000 will be assessed every 14 days until the violation is resolved. In addition, the BOD shall have the right to take legal action; the cost of which shall be invoiced to the owner and collected in the same manner as assessments.

Short Term Rental:

- 1st notice- warning: 14 days to comply
- 2nd notice- \$1,000 and loss of community common area access
- 3rd notice- \$1,500 and loss of community common area access
- 4th notice- \$2,000 and loss of community common area access

If the violation continues without resolution after the 4th notice, a fine of \$1,000 will be assessed every 14 days until the violation is resolved. In addition, the BOD shall have the right to take legal action; the cost of which shall be invoiced to the owner and collected in the same manner as assessments.

Failure to register Renter: All renters must be registered with HOA Management within 10 days of occupancy and a copy of Rental Agreement be provided.

- 1st notice- warning: 14 days to comply
- 2nd notice- violation plus \$100
- 3rd notice- violation plus \$150
- 4th notice- violation plus \$200

****If compliance is met after the first notice, Owner must remain compliant for a period of 6 months of the original violation or the 2nd notice will then take effect.**

****Fines will be added for failure to register Renters. This fine schedule will mirror that of the patio fine structure.**

Open Discussion:

- Decisions made outside of the meeting require written approval from all board member if not achieved, will need to wait until the next meeting.
- Blair mentioned he did not receive email for new owner portal.
- Letter to come from HOA about FOB access to pool area and short-term rentals. Need by August 1st.
- Continuous disturbances, by one particular owner, was mentioned.

Next Board Meeting is scheduled for: Wednesday September 19th, 2018 in the Clubhouse to begin at 6:00 PM. (Future meetings November 28th and the annual meeting of December 19th)

With there being no further business, the meeting was adjourned at: 7:10PM.

Respectively submitted, Stephanie Wojtak, HOA Community Manager / Acting Secretary