

Pinehurst at Waldenwood Homeowners Association  
Minutes of the Board of Directors Meeting  
10/15/13

**Time and Place**

The Directors of the Pinehurst at Waldenwood Homeowners Association met on Tuesday, October 15, 2013. The Meeting was held at Patti Oleson's home.

Association President Mark Prentice called the meeting to order at 7:03pm

**Present**

The following Directors were present at the meeting:

Mark Prentice	President
Chuck Christensen	Vice President
Patti Oleson	Treasurer
Phil Ripley	Secretary
Brenda Jacobs	EMB
Jim Jaquish	Greenway Landscaping

**Approval of Minutes 9/23/13**

Minutes from the 9/23 meeting had been submitted, reviewed and revised on 10/13/13.

**New/Old business**

**Greenway contract discussion**

Over the summer of 2013, there was growing discontent within the Pinehurst Board regarding the services of Greenway Landscaping. Some of the discontent was due to lack of direct communication with Greenway, and unclear expectations regarding the scope of our maintenance contract.

Jim Jaquish attended the meeting to help on both fronts. The scope of maintenance covered under the current contract was discussed, as well as the state of several quotations (both requested and unsolicited) to improve the Pinehurst Neighborhood.

The Board requested [and received....after the meeting] a document summarizing what is covered and the frequency of service provided. Jim confirmed that the Frequency Schedule existed, and would be provided to clarify expectations for service.

**Swings to be replaced by Greenway in park**

Brenda and Jim confirmed that parts had been ordered to repair the swings in the park. At the September meeting, it was reported that the two toddler swings needed to be replaced. Greenway ordered the parts because of ongoing relationships with suppliers. Greenway is to install the new swing-seats, free of charge, when the parts have been received.

**Board Directive to transfer funds from reserves to operating fund provided to EMB**

Expenses to cover the NGPA maintenance was not included in the 2013 budget, therefore the financial plan to cover this cost was to borrow the money from the long-term Reserves Savings Account and pay back the funds to the account within a two-year period.

**6 Mailboxes to be refurbished/refinished**

Summer 2012, most of the mailboxes in Pinehurst were refurbished. Unfortunately, the weather changed before all mailboxes were completed, so the plan was to finish the refurbishment in summer 2013. The subcontractor that did the work in 2012 never took action (although planned) to refurbish the remaining 9 mailboxes. Brenda took action to check with EMB maintenance, or another subcontractor to see if work could be completed before the real fall/winter wet weather sets in.

**Collection policy reviewed by board members**

Time was spent reviewing and discussing the draft Collection Policy, and how it would be rolled out to the neighborhood. The draft-policy was initiated using an example from another neighborhood, and adjusted to meet the way Pinehurst HOA functions. Given legal implications, it was decided at the meeting to request legal counsel (Condo Law) to perform a quick review and minor update of the document, assuming no more than 1-2 hours of effort would be required.

**Working draft budget for 2014 completed**

The 2014 Draft Budget was finalized for mailing to all homeowners meeting the requirements for the Budget Ratification Meeting. The Ratification Meeting cover letter was also finalized.

**Next Meeting**

Planned to be a short meeting immediately prior to the 11/12/13 Budget Ratification Meeting.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 8:45pm.

Submitted By:	Checked By:
Phil Ripley	Mark Prentice