

**MEETING MINUTES**  
**Terrace Homes Owners Association**  
**Annual Business Meeting – Potters Residence**  
**Saturday, Sept. 18, 2021**

**1. CALL TO ORDER**

R. Potter called the meeting to order at 3:00p. Per section 3.01 of the Terrace Bylaws, the annual meeting is required to occur at least 75 days before the beginning of the next fiscal year. In addition, per section 3.03 of the Bylaws, a 15 day notification of the meeting is required. The meeting notice and agenda were electronically sent and in 3 cases - hand delivered to all homeowners on Aug 31. For the record, the timing of the meeting notice and the meeting date both meet the Terrace Bylaw requirements for the annual business meeting.

**2. QUORUM**

Per section 3.04 of the Terrace Bylaws, the homeowners present at the meeting constitute a quorum. There were fourteen (14) homeowners present. Those present included Jim & Barbara Crawford, Darrell Hill, Ray Koenig, Toshio & Janie Kawawa, Rick Matz, Kathi Moore, Wes & Linda Penner, Bob & Mary Potter, Randy Roebuck and Linda Whitfield.

**3. ANNOUNCEMENTS**

R. Potter announced that this is a meeting of the homeowners and that all attendees are invited to speak. He asked if there were any changes needed to the agenda. There was none.

R. Koenig reported on Carol Brown. Carols new contact information will be provided via email.

R. Koenig recognized and welcomed Toshio & Janie Kawawa as the newest members to the neighborhood.

**4. RECOGNITION OF THE 2021 BOARD**

R. Potter recognized and thanked the present Board members - Tom Hiebsch, Darrell Hill, Jane Stalker and Ross Viner. He also recognized Ray Koenig who was very instrumental in working with the Board to transition the accounting activities previously performed by Criser, Gough & Parish to being performed in-house by the Terrace Board. This was one of the most significant projects tackled last year saving the homeowners over \$2k. Other projects that the Board was recognized for included an update of the Terrace Bylaws and Covenants. The purpose of this project was to bring the documents current with state and local requirements. The Board also developed a website so Terrace homeowners would have ready access to past meeting minutes, contact information and have a historical resource for the neighborhood. Lastly, the Board was recognized for transitioning from US Postal Service to the use of electronic notifications and communication. This includes but is not limited to the billing of quarterly dues, notifications of neighborhood events and keeping everyone informed of neighbor health and wellbeing.

**5. FINANCIAL REPORT**

As noted in the Sept. 16 email, R. Potter reported that we started off 2021 with a budget that should have resulted in a year ending gain of \$2k. After performing a careful audit of the books handed over from Criser, we identified that several homeowners had over payed. Approximately \$800 in refunds and credits were issued to correct this error and to balance the books. And then we were hit with back to

back snow storms that resulted in a \$2900 non-budgeted expenditure. Next, TreeTop identified that they weren't required by contract to bag the back yard grass clippings. This along with the treatment of all yards for Army Worms resulted in a \$5400 variance for landscaping. While gains were made with the elimination of accounting costs from Criser and a few dollars on office expenses and postage, the year end balance will be affected. The starting balance for 2021 was approximately \$9k and the projected year ending balance is approximately \$5700. A copy of the financial report and variances is provided on page 4. R. Potter noted that based on the results of landscape negotiations, the quarterly HOA dues could increase for CY 2022.

## **6. TREETOP CONTRACT MANAGEMENT**

R. Potter conveyed that the TreeTop contract will expire in February of 2022. Request for Quotes are being solicited from area landscape companies (including TreeTop). There was a lengthy discussion among the homeowners about potential vendors and expected services. The following serves as a recap:

1. Many contractors do not bag grass clippings – they use a mulching technology. This is the direction that several landscaping contractors are taking to promote the “Green” initiatives.
2. Snow removal and landscaping will be job scoped and bid as separate tasks. There could be 2 contracts issued.
3. Homeowners are basically split on whether they feel the need to bag the back yards. There were good arguments presented on both sides.
4. For those homeowners adamant about bagging the back yard, the management and costs of how to accommodate the bagging is a topic for discussion with the companies bidding the work.
5. The separation of “common area” vs “homeowner area” could be problematic. If a contractor other than TreeTop is chosen, consideration must be made for them to also mow the common areas (around the pond and along the north side of the pond).
6. As an option, it was recommended that we bag the back yard for a few cycles in the spring when the grass is lush and then for a few cycles in the fall with the fall being a cleanup of leaves. During the hot days of the summer, bagging would not be performed.
7. The Board will collect, analyze and make a recommendation to all homeowners before a landscape vendor is selected and a contract is issued. This will probably result in a Special Meeting.

## **7. WASTE MANAGEMENT**

R. Potter conveyed that the Waste Connections contract will also expire at the end of this year. Request for Quote were solicited from three companies with only two responding (Waste Management and Waste Connections). Several of the homeowners conveyed that Waste Connections has provided a value added service and has been very responsive to homeowner needs. Potter conveyed that a new three year agreement was in process with Waste Connections that will take the quarterly costs from \$69/quarter to \$60/quarter saving the Terrace HOA approximately \$1056/year.

## **8. TREE REMOVAL PROPOSAL**

R. Potter opened a discussion about the large cottonwood tree that is in the northwest corner of the Hibbs residence. Cotton from cottonwood trees has been problematic most of the summer. This was especially true for the folks that live on the court. We identified what appeared to be a cotton generator in the back yard of the Hibbs residence. While this isn't the only cottonwood tree in the area, it appears to provide a significant amount of cotton to the Terrace. In an effort to remove this tree, permission was obtained from the Hibbs to have it removed if the cost was shared among the homeowners. Two quotes were obtained with the lower quote coming in at \$750.

**Wes Penner moved to have the quote accepted and the tree removed in the first quarter of 2022.  
Darrell Hill Seconded.  
The motion was voted on and unanimously passed 14-0-0.**

#### **9. ELECTION OF OFFICERS**

In the August 31 meeting notice, a request was made for volunteers to serve on the Terrace HOA Board for 2022. During the meeting, Potter asked if there was anyone in attendance that wished to be considered. There was none. Potter provided a summary of each of the following candidate's qualifications and experience.

Bob Potter – President  
Ross Viner – VP  
Jon Elder – Treasurer  
Jane Stalker – Secretary

Based on the input received, the preceding slate of officers to serve on the Terrace Board for 2022 was proposed.

**Kathi Moore moved to accept the slate of officers as published.  
Rick Matz seconded the motion.  
The motion was voted on and unanimously passed 14-0-0.**

#### **10. NEW BUSINESS**

Randy Roebuck requested an update on Rocky Creek Master Board activities. Potter provided a summary stating that most of the summer's efforts were devoted to landscaping projects and pump repairs.

Mary Potter informed the attendees that the small tree at the entryway would be relocated close to the community mail boxes. She informed the attendees that the cost of moving the tree would be paid for by a few of the homeowners and would not be an HOA expense. She also conveyed that permission had been obtained from the Rocky Creek Master Board.

#### **11. HOMEOWNER COMMENTS**

Kathie Moore recommended that the Rocky Creek Master Board trim the low hanging limbs on the walking path (side walk) on the east side of the lake. She also conveyed that there were flooded areas on the sidewalk on the east side that need corrected. R. Potter agreed to notify the Rocky Creek Master Board and recommend correction.

There was also an inquiry about homeowner contact information. R. Potter stated a map and homeowner list would be sent out to the Terrace homeowners. Note that this information will only be shared with Terrace Homeowners and not published on the HOA web site.

#### **12. ADJOURNMENT**

Upon completion of the agenda items, R. Potter asked for a motion to adjourn.

**Kathi Moore moved for the meeting to adjourn.  
Jim Crawford seconded the motion.  
The motion was voted on and unanimously passed 14-0-0.**

The meeting adjourned at 4:20p.

TERRACE PATIO HOMES OWNERS ASSOCIATION					
	Jan - Aug, 2021	Sep - Dec, 2021	Full Year 2021		
	Actual	Budget	Projected	Budget Variance	
<b>Income</b>					
Homeowner Dues	29,670.00	10,350.00	40,020.00	50.00	
		(includes 345.00)			
		(from 3rd qtr)			
<b>Expenses</b>					
Landscape/Mowing (1)	18,922.64	13,857.24	32,779.88	\$5,491.87	
Snow Removal (2)	2,900.00	0.00	2,900.00	\$2,900.00	
Trash Service	6,013.86	1,740.62	7,754.48	\$306.56	
Recording fee	480.00	0.00	480.00	\$0.00	
Accounting-Criser	208.00	0.00	208.00	\$0.00	
Insurance	0.00	644.00	644.00	\$0.00	
Office Exp/PO Box	59.00	59.00	118.00	\$46.00	
Postage.	6.54	10.00	16.54	\$24.00	
Total Expenses	28,590.04	16,310.86	44,900.90	\$8,015.31	
Net Income	1,079.96	(5,960.86)	(4,880.90)		
Cash Balance	11,987.70		6,026.84		
	8/31/2021		12/31/2021	Projected	
<b>Notes:</b>					
1. The Tree Top mowing budget has been adjusted to reflect mowing changes and extra bagging costs.					
Tree Top monthly mowing (a)		2,347.32			
Tree Top monthly bagging (a)		743.60			
Monthly mow and bag		3,090.92			
(a) Based on Sept, 2021 billing					

## AGENDA

Terrace Homes Owners Association  
Annual Business Meeting

Potter's Residence – Saturday, Sept. 18, 2021, 3:00 PM to 4:00 PM

1. CALL TO ORDER
2. QUORUM
3. ANNOUNCEMENTS
4. RECOGNITION OF THE 2021 BOARD
5. FINANCIAL REPORT
6. TREETOP CONTRACT MANAGEMENT
7. WASTE MANAGEMENT
8. TREE REMOVAL PROPOSAL
9. ELECTION OF OFFICERS
10. NEW BUSINESS
11. HOMEOWNER COMMENTS
12. ADJOURNMENT