

MEETING MINUTES
Board of Directors Meeting
Terrace Association
Potter's Residence - Tuesday, Sept. 23, 2020

1. **CALL TO ORDER** - The meeting was called to order at 6:01p.
2. **QUORUM** – All 5 Board members (R. Potter, S. Larigan, J. Stalker, T. Hiebsch & D. Hill) were present. There was one guest – Ray Koenig, A new Terrace homeowner.
3. **ANNOUNCEMENTS & AGENDA CHANGES** – J. Stalker requested that Buddy be added to the agenda with the budget discussion.

R. Potter announced one correction to the Sept. 15 meeting minutes. Item 8 had a vote tally of 4-0-1 not the 5-0-1(J. Stalker abstention) previously stated. The minutes were corrected.
4. **REPRESENTATION ON MASTER BOARD** - R. Potter reported that he had sent an email to Matt Martin and Mark Gagnon offering to serve.
5. **ACCOUNTING – CRISER GOUGH PARRISH ACCOUNTING** – R. Potter and T. Hiebsch visited Dee Ann on Sept. 22 to review the responsibilities and process. A summary of the topics discussed was provided to the Board via email on Sept. 22.
6. **TREETOP CONTRACT MANAGEMENT** - S. Larigan reported that he had touched base with Buddy and both he and Jane would meet with him this fall. J. Stalker suggested the meeting include Jared Horine (Supervisor of Irrigation) as irrigation has been the number one problem with the Terrace. Steve also reported that any credits due were indeed provided. It was suggested that Steve establish himself as the main contact and Jane as the backup.
7. **WASTE MANAGEMENT** - R. Potter reported he had contacted Waste Management and had received a copy of the current service agreement. Copies were provided to all Board members. The point contact with Waste Management (Herschel West) was established.
8. **STATUS OF BOARD POLICY DEVELOPMENT** - R. Potter reported that the effort had been started and that he and J. Stalker would have a report at the next meeting.
9. **PIGGY BACK MASTER ASSOCIATION WEB DESIGN** - R. Potter reported that he had contacted J. Brown – the designer of the Rocky Creek web site. There was still a question by the Board of cost and where the data would be stored. R. Potter to report at the next meeting. A draft design of the Terrace web info was provided to the Board and input requested via email on Sept. 22.
10. **BUDGET DEFICIT** – A general discussion about the \$1500 budget deficit was conducted and whether an additional assessment was warranted. The consensus of the Board was to table the decision.

Several ideas were discussed on ways to cut expenditures. One idea was to transfer the accounting function to the Homeowners and manage the accounting and reporting functions. A key point discussed was how to track income and expenditures; and, the most suitable software or accounting

program to use. It was felt that the simpler the tracking process the better. Key consideration was data backup and the ability to transfer the data and accounting process to future Board or Homeowner members. T. Hiebsch and R. Koenig to research and propose a process at the next meeting.

J. Stalker reported that in the past, a holiday gift of \$200 was given to Buddy Shannon – the Tree Top point of contact. Jane explained that it was a gift to express appreciation for the care and effort that Buddy has provided and continues to provide. A motion was made by S. Larigan to provide a gift of \$200 to Buddy for this year.

D. Hill seconded.

The motion passed 4-0-1. (T. Hiebsch abstained)

11. DRIVEWAY PARKING CHANGE TO THE COVENANTS – A general discussion was conducted about the proposed wording provided by W. Penner. It was a consensus of the group that the proposed wording was too restrictive in that several Homeowners are driving company supplied or leased vehicles and are not truly the owner of the vehicle. It was also the consensus that the wording of commercial vehicle in the covenants should prohibit vehicles with company logos from being parked in the driveway.

12. BYLAWS AND COVENANTS AMENDMENTS - R. Potter reported that draft copies of the amended Bylaws and Covenants was provided to the board members for review and comment via email on Sept. 22. Comments from the Board were requested on or before October 7. At that point, comments will be compiled and then the documents presented to the Homeowners for review and comment.

13. NEXT MEETING – The next Board meeting will be determined and announced at a later date.

14. ADJOURNMENT– S. Larigan made a motion to adjourn at 7:10pm.

D. Hill seconded.

The motion passed 5-0-0.

Minutes Approved By: Jane Stalker

Date: Sept. 29, 2020

A G E N D A
Board of Directors Meeting
Terrace Association
Potter's Residence - Wednesday, Sept. 23, 2020, 6:00 PM to 7:00 PM

- 1. CALL TO ORDER**
- 2. QUORUM**
- 3. CHANGES TO MEETING MINUTES**
 - 3.1 VOTE TALLY ERROR ON SEPT. 15 MINUTES
- 4. ANNOUNCEMENTS**
 - 4.1. AGENDA CHANGES
- 5. REPRESENTATION ON MASTER BOARD**
- 6. ACCOUNTING – CRISER GOUGH PARRISH ACCOUNTING**
 - 6.1. Meeting Report
- 7. TREETOP CONTRACT MANAGEMENT**
- 8. WASTE MANAGEMENT**
- 9. STATUS OF BOARD POLICY DEVELOPMENT**
- 10. PIGGY BACK MASTER ASSOCIATION WEB DESIGN**
- 11. BUDGET DEFICIT**
 - 11.1. SECTION 3.02 INSUFFICIENT FUNDS TO OPERATE
- 12. DRIVEWAY PARKING CHANGE TO THE COVENANTS – SEE NEXT PAGE**
- 13. BYLAWS AND COVENANTS AMENDMENTS**
 - 13.1. Kansas Statutes Compliance
- 14. NEXT MEETING**
- 15. ADJOURNMENT**

Agenda Support Information

Board Approved Wording

Section 6.04 Vehicles and Parking. No boat, boat trailer, horse trailer, camper, camper trailer, horse or other livestock trailer, recreational vehicle, personal automobile, personal pickup, bus, specially equipped commercial pickup, or other commercial vehicle or similar item shall be stored or permanently, continually, or regularly parked in and on any street, the Common Area, or in the open on any Lot or driveway. However, and as provided by section 6.07 defined herein, regularly driven personal automobiles, or regularly driven personal pickup trucks may be parked within the driveway. Guests of the homeowner may occasionally park overnight with their personal automobiles or pickup trucks in the driveway.

Penner Suggested Wording

Section 6.04 Vehicles and Parking. No boat, boat trailer, horse trailer, camper, camper trailer, horse or other livestock trailer, recreational vehicle, personal automobile, personal pickup, bus, specially equipped commercial pickup, or other commercial vehicle or similar item shall be stored or permanently, continually, or regularly parked in and on any street, the Common Area, or in the open on any Lot or driveway. However, and as provided by section 6.07 defined herein, regularly driven personal automobiles owned by the homeowner(s), or regularly driven personal pickup trucks owned by the homeowner(s) may be parked within the driveway. Guests of the homeowner(s) may occasionally park overnight with their personal automobiles or pickup trucks in the driveway.

Budget

	2018 Actual	2019 Actual	2020 1 st Half Actual	Without increase		With increase (\$45 per qtr per home)		
				2020 2 nd Half Est	2020 Estimate	2020 2 nd Half Est	2020 Estimate	2021 Estimate
Income (Dues + Int)	34,964	34,906	17,449	17,400	34,849	20,010	37,459	40,020
Expenses:								
Landscaping	26,492	26,485	13,833	14,082	27,915	14,082	27,915	28,164
Accounting	1,900	2,030	1,070	1,070	2,140	1,070	2,140	2,140
Office Exp	70	80	92	60	152	60	152	150
Postage	93	94	39	51	90	51	90	100
Snow Removal	0	1,040	0	0	0	0	0	0
Tax and Licenses	40	40	40	0	40	0	40	40
Trash Service	7,342	7,268	3,678	3,666	7,344	3,666	7,344	7,344
Insurance	644	644		644	644	644	644	644
Meals and Entertainment		504	426		426		426	
Gifts	200	200	38	200	238	200	238	200
Other	236	291			0		0	
Total Expenses	37,017	38,676	19,216	19,773	36,989	19,773	38,989	38,782
Net Income	-2,053	-3,770	-1,767	-2,373	-4,140	237	-1,530	1,238
Cash on Hand Act or Est (1)		\$12,844	\$11,295	\$8,922	\$8,922	\$11,532	\$11,442	\$12,680

Period	Income	Expenses	Net Income	# Snow Removals
2018 Actual	\$34,964	\$37,017	-\$2,053	0
2019 Actual	\$34,906	\$38,676	-\$3,770	1
2020 Estimate without increase	\$34,849	\$38,989	-\$4,140	0
2020 Estimate with increase	\$37,459	\$38,989	-\$1,530	0
2021 Estimate with increase	\$40,020	\$38,782	\$1,238	0