



**ANDALUSIA HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**
HELD AT THE
RECREATION CENTER

January 24, 2019

I. Call to Order – 7:08 PM

Directors Present:

Ron Shore – President
Greg Zarski – Vice President
John Burnett – Treasurer (Via Conference Call)
Matt Cano – Secretary

Directors Absent:

None

Others Present:

Mark Brading, UNC Community Management
Matt Brading, UNC Community Management

II. Homeowners Open Forum

- None

III. Approval of Previous Minutes

- Minutes of the Board Meeting held on December 6, 2018 were reviewed.
 - Minutes were approved as presented.

IV. Treasurer's Report

- New Civil Code Financial Requirements became effective 1/1/2019
 - Every Board Member must review the full monthly financial packet consisting of nine required documents. To fulfill this requirement, the complete monthly financial package is provided to all Board Members, via e-mail every month.
 - All Board Members reviewed the 12/31/18 financial packet
 - Any transfer between operating and reserves greater than \$10,000 must be authorized in writing from the Board. The current monthly reserve contribution is \$10,658 per month.
 - The Board authorized the monthly transfer to the reserve account, in the amount of \$10,658, for the fiscal year ending 09/30/2019.
 - Also, it is recommended that any automatic transfer coming out of the operating and/or reserve accounts to pay for utilities and insurance be also approved in writing from the Board.

- The Board authorized automatic transfers in excess of \$10,000, from the operating and/or reserve accounts, to pay for utilities and insurance for the fiscal year ending 09/30/2019.
- Financials: John provided a summary of the financials for the month ending 12/31/18.
 - Income – Over Budget
 - Expenses – Under Budget
 - Overall – Under Budget
 - Reserves – No items were paid from Reserves in December.
 - Delinquencies are minimal.

V. Business Items

- Neighborhood Watch Update
 - Still waiting on some “captain” background check approvals from Fremont Police Department.
 - Board approved purchase of two “Neighborhood Watch” signs, one for each entrance.
 - Police Department has requested a homeowner roster. Greg to investigate purpose of roster and what homeowner information is requested.
- Reserve Study Update
 - Site inspection to be performed the week of February 25th, with the draft update due May 31, 2019. Management to notify Board of the inspection date, the length of the inspection, and the start time of the inspection.
- Gutter Cleaning #2
 - The second gutter cleaning was performed this week. Company warrants any blockage of gutters or downspouts for balance of winter.
 - Management has received one roof leak reported so far this season. Two thorough cleanings per year over the past two years appears to be minimizing roof leaks.
- FHA Loan Association Approval
 - A Homeowner has a buyer who is applying for an FHA insured loan. One requirement for this type of loan is that the Association be FHA Approved. The Association's prior FHA Approval expired in 2016.
 - No other real estate sales in the past 2 ½ years have required FHA Approval.
 - Buyer's loan agent is willing to submit the required paperwork and pay any applicable fees for the FHA renewal of the Association.
 - The Board and Management have provided all of the required documentation to the homeowner.
 - FHA requires the Association carry a Fidelity Bond equal to or greater than the Reserve Balance plus three months of budgeted assessments, which would require an approximate increase in coverage of \$300,000, with an annual premium increase of \$220.
 - Board approved increase in Fidelity Bond coverage to \$1,300,000.
- Olive Tree Fruit Reduction Treatment
 - Board reviewed proposal from Commercial Tree Care to perform soil drench treatment of 23 olive trees to reduce fruit droppings by 70%-80%.
 - Board approved soil drench treatment to be performed in March.

- Annual Fire Inspection
 - Scheduled for Saturday, February 2nd. Access is required to all units. Notice has been provided to all homeowners.
 - The Fremont Fire Department is also performing their annual inspection.
- Roof Inspections via Drone
 - Greg Zarski has performed video inspection of about half of the Association tile roofs with the use of a drone. Use of this technology provides high quality images showing roofing deficiencies without causing any possible damage to the roof tiles. Cracked, missing, or damaged tiles are identified and provided to the roofing contractor for repairs.
 - Greg to perform inspection of the remaining roofs when he can.
- Next Board Meeting Date – February 28th.

VI. Association Manager's Report

- Work order history and homeowner activity for the period of 12/03/18 – 01/20/19 was reviewed by the Board.

VII. Committee Reports

- Landscaping – None
- Pool/Clubhouse – None
- Fountain – None
- Lighting - None
- Parking Compliance – None

VIII. Adjournment – 8:10 PM

Respectfully submitted

 2/28/19

Ron Shore, President