

# Continental View Estates Homeowner's Association

## Board Meeting Minutes

[www.cvehoa.com](http://www.cvehoa.com)

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June 3, 2018

### Board Members in Attendance:

**President – Michelle Baker**

**Vice President – Beth Fredricksmeier**

**Treasurer – John Helton**

**Secretary – JoD Splett**

**Board Member – Sheree Burcar**

### Business:

1. Appointment of Duties
  - a. The offices of president, vice president, treasurer, secretary, and at-large board member were assigned as shown above.
  - b. Michelle and John will coordinate access to the P. O. Box.
  - c. Sheree and John will be signatories on all bank accounts and will coordinate access.
  - d. Notes from previous treasurer, Diane Osgood.
    - i. Payment for HOA P. O. Box 185 must be paid by the end of March, otherwise the box will be locked and forfeited.
    - ii. Two water bills are automatically paid from the checking account; one bill is for out-lots A and B, the second bill is for out-lot C.
    - iii. The P. O. Box key along with checks, statements, and other financial records were provided to the treasurer.
2. Dues Letter, HOA Member Directory, and HOA Web Site
  - a. Michelle will update the dues letter to include information to be completed and returned by homeowners regarding current e-mail addresses and telephone numbers.
    - i. Homeowners will indicate whether or not they wish to have e-mail addresses and telephone numbers provided in the member directory.
    - ii. Homeowners will also be reminded to notify the HOA treasurer of their current address and contact information if they are renting their home and no longer reside in CVE.
  - b. A self-addressed, stamped envelope will be included with the dues letter.
  - c. Beth has purchased envelopes and printed labels for the dues letter. She will provide electronic copies of a draft dues letter and financial statement to board members.
  - d. John will update the member database as dues are received.
  - e. The member directory can be completed after database has been updated.
  - f. John will update the map of the development.

- g. Board members will meet with webmaster Fred Langer to discuss improvements to the HOA web site.
- 3. Architectural Guidelines
  - a. Architectural Committee members Marianne Martin and Sheree Burcar will review current architectural guidelines to make sure they are up to date.
    - i. For example, the current guidelines require wood siding; however, cement-board siding is being allowed on a case-by-case basis.
- 4. Landscaping
  - a. Hayes Street Entrance Renovation
    - i. Sheree reported on three bids received for landscaping work at the Hays Street Entrance.
    - ii. An additional bid will be requested.
    - iii. It was noted that crab apple trees and dogwood bushes cannot be trimmed unless dormant. Thus, work must be completed in the spring or fall.
    - iv. The grounds committee will provide the board with information and recommendations.
  - b. Ash Bore Treatment
    - i. John will ask Diane Osgood which ash trees were treated last year, and what kind of treatment was applied.
    - ii. Apparently, additional ash trees were identified that did not receive treatment last year.
- 5. Homeowner's Exterior Maintenance
  - a. Some concerns were raised about the neglect of landscaping and exterior maintenance on some properties.
  - b. The board discussed the possibility of sending friendly reminders regarding maintenance, but decided to give homeowners more time to catch up on yard maintenance.
    - i. Letters might be sent to owners of rental properties falling behind on maintenance.
  - c. The board will revisit this issue.
- 6. Out-lot C Maintenance
  - a. A homeowner wishes to water grass and maintain trees in the portion of out-lot C adjacent to the homeowner's property.
  - b. This has not been allowed in the past due to concerns about adverse possession.
  - c. Michelle will contact a lawyer to determine the rights and responsibilities of the HOA so that we can make an informed decision.
- 7. A follow-up board meeting will be necessary to discuss the Hays Street Entrance and any other unfinished business.