

Property Owners Association of Tierra Santa  
Minutes of Board Meeting  
May 22, 2012 6:30 pm

The meeting was called to order by President Brian Humphreys. Other board members present were Anne Charlton, Jerry Wilson, Roy Ochoa, Eric Jackson, Norma Wilson, Rusty Dargel, Larry Henry, Phil Leonhardt, Matt Loewen, Eric Piater, and Dennis Slavin. No one was absent.

The minutes of the April 10, 2012 were approved as emailed. Moved by Rusty Dargel; seconded by Jerry Wilson.

Public Comments: There were no public comments. No property members attended the meeting.

Old Business:

A. Brian updated us on the sale of property to Monica Vanderveer. The title company is waiting for the clearance of IRS liens. This could take another month.

B. Bob Woodlock paid the \$40 fees that he owed.

C. Website committee update: Phil Leonhardt reported that the website is up. He thanked everyone for their input. He asked the board about charging for ads on the website. After discussion, it was decided to have the Website Committee meet and bring back recommendations. They will also make forms and contracts.

Phil asked if anyone was interested in having a POA Facebook page. The consensus was no.

Signs will be placed at each entrance announcing the website to the property owners. It will also go in the newsletter. It was suggested that the website be made available to the public who may be interested in buying here. Brian offered to have signs made to place at the entrances and at the golf course.

D. Gate repairs: Work is being done on the Border gate. It should be installed this month. Brian reported that a bulldozer had "made" its own road down the levee. This will need to be investigated to see if repair work needs to be done.

New Business:

A. Pool Committee : The pool will be open Memorial Day. Security has been adjusted to be there. Norma has hired a lady to clean the bathrooms every other week for \$20 a time. The committee will see if it needs to be done more often.

Maintenance items: Norma is getting more quotes on fixing the crack in the wall, and on covering the equipment area. The damage to the office door was repaired and some touch up work done.

Cameras: There have been several suggestions to put cameras at the pool area. Brian found a system with 4 cameras and DVR for \$290. These cannot be online at present as we do not have wi-fi in the pool area. However, they will be able to show us who is responsible for damage.

It was moved by Matt Loewen, and seconded by Roy Ochoa to purchase a camera system for less than \$400. The motion carried.

Pool furniture. The pool committee was asked to discuss what type of pool furniture would be best for the pool. They will bring a recommendation to the next meeting.

B. Policy for gate remotes and pool keys: A policy for gate remotes and pool keys was presented and amended by the board.

It was moved by Phil Leonhardt, and seconded by Dennis to approve the following policy. The motion carried.

#### Gate Remotes and Pool Keys

1. In order to purchase a remote control unit or a pool key, a property owner must be paid in full. Owners who do not have remote controls will enter through the main gate during the day. They will be issued stickers for their cars to allow the guard to admit them during the hours that the gate is closed.
2. A homeowner may purchase up to two remotes without applying to the board.
3. A property owner who does not have a home on the property may purchase one remote regardless of the number of lots owned.
4. Homeowners who have multiple cars and drivers may apply to the board in writing to purchase additional remotes.
5. Remote control units are NEVER issued for service personnel. They can enter through the main gate.
6. Each paid property owner may purchase two pool keys.
7. Delinquent POA dues shall be cause for disabling gate remotes and pool keys.

C. Authority to make payments: Brian recommended that we have a formal policy for spending by the secretary without board approval. The following guideline was suggested.

The secretary will be given the authority to pay all regular recurring monthly bills, spend up to \$300 per month for office supplies (paper, postage, envelopes, copy supplies, etc. ) and miscellaneous items that arise considered necessary to the functioning of the POA that are less than \$400 each. Furthermore, the secretary and president when acting together be authorized to spend up to \$2,500 for emergency action or repairs that involve the security and safety of the community.

It was moved by Matt Loewen and seconded by Rusty Dargel to accept the above guideline as POA policy. The motion carried.

D. Authority to settle past due accounts: Brian stated that in some cases when a party is ready to pay a large bill, some negotiation is needed that cannot wait til the next board meeting. He recommended that the secretary and president be given some authority to negotiate a settlement. He recommended the following.

The secretary will have the authority to negotiate a settlement if the amount involved is less than \$200. If the amount is greater than \$200 and less than \$1,000, the secretary and president acting together have the authority to negotiate a settlement. Amounts greater than \$1,000 would require board approval.

It was moved by Dennis Slavin, and seconded by Eric Jackson to accept the above guideline as POA policy. The motion carried.

E. Bylaws and board attendance: Brian reminded board members that the bylaws provide for the removal of a member who fails to attend 5 consecutive board meetings; or, failed to attend 50% of the boards meeting with one year. He noted that this will be enforced.

#### Financial Report

A. Norma Wilson provided the following information:

Bank balance as of Mar 31, 2012	\$ 89,888.30
April Expenses	11,893.57
April Deposits	28,891.01
Bank balance as of April 30 , 2012	\$106,883.76

She reported on the expenses for the month and answered questions. She reported that she was researching the tax liens held against properties that owe us money to see if it would be prudent to continue with foreclosure steps.

#### Executive session

There was an executive session to discuss delinquencies and collections. Norma provided a list of all delinquent account broken into categories of those that are in the hands of the lawyers, those that may yet be foreclosed on, and those that owe smaller amounts. No motions or official actions were taken in the executive session.

The meeting was adjourned at 7:45

Minutes taken by Anne Charlton