

## **Sunwest HOA Meeting Minutes – January 14<sup>th</sup>, 2009**

In attendance:

Kelly Dermody	Sandalphon
Mike Lorenzo	Kris Shahinian
Joe Mellblom	Shirley Snyder
Jim Robson (Realty One)	

Mike calls the meeting to order at 7:05 pm

### **Homeowners Forum:**

Homeowners are not putting their trash cans and recycle bins away in a timely manner and this problem is beginning to spread. The Board will be enforcing this more vigilantly to assure that the problem does not continue to spread further. This discussion will continue under Chair Reports.

### **Approval of Consent Agenda Items:**

- No response is consent – When motions are presented to the Board through email. No response is considered consent. Mike motions to approve the motion – Sandy seconds – unanimous approval.
- Reports from Management by close of business on Monday prior to meeting – Mike and Sandy would like to have the Realty One documents prior to the Board meeting. This will help make the review and meetings more efficient. Jim is OK with getting the documents to the Board early.
- Previous Board Meeting Minutes - Kris will follow up with Kelly to get the meeting minutes before the annual meeting on 11/5.
- Financials – Sandy reviewed the financials and motioned to approve – Joe seconded – unanimous approval.

### **Report from Committee Chairs:**

#### **Architectural Committee:**

There are consistent trash can violations. This issue was addressed in the Homeowners Forum.

The Board would also like the Architectural Committee to review the documentation of paint/trim colors and update accordingly.

#### **Treasurer Committee:**

No updates.

#### **Webmaster Committee:**

Sandy updated the who's who on the website and updated the secretary email to Kris' email account.

### **Newsletter/Member at Large Committee:**

The newsletter was really great and the icon change was a success. The next newsletter is targeted to go out by 4/1. The newsletter content should include – Spring Cleanup, weed control and to keep a look out for graffiti in the neighborhood.

### **President Report:**

Mike would like the Board to research no solicitation rules within an HOA and provide the data to the Board at the next meeting.

Mike discussed the graffiti situation in the Sunwest community. The graffiti has been removed in most cases and the Board has been in contact with the Erie Police. There is also initial discussion to reinstitute the community watch. Mike will coordinate with the Erie Police to have an officer discuss how to get the program up again.

### **Property Management Report:**

Homeowner Violations

### **New business:**

- Fine letter process - the fine letter was updated to clarify rules on fines and violations. Mike motioned to ratify the fine letter changes – Shirley seconded – unanimous approval.
- Fence & mailboxes – the fences need some additional maintenance and the mailboxes cannot be used for posting personal information. Mike will also follow up with the post office to discuss who owns the maintenance of the mailboxes.
- Monthly enforcement report to Board – the Board would like to receive a streamlined version of the enforcement report to provide a high level summary of changes or additions from the previous month of violations.
- Meeting Frequency – the Board would like to change the meeting frequency from monthly to quarterly with monthly updates via email.
- Frequency of audits in Sunwest – the frequency of audits will remain the same.
- Sprinkler Guards – motion denied.

The next meeting is set for 7:00 pm on 4/8/2009 at 325 Conrad Drive.

Mike moved to adjourn the meeting – Sandy seconded – meeting adjourned.