

Porto Cima Townhouse Property Owners Association
Board Meeting
June 19, 2010

The board meeting was called to order at 9:00 a.m. Board members present included Jim Barnett, Bill Fricke, Bill Manion Fred Miller and Marti Eagan. Also in attendance was Todd Nelson, Nelson Management Company, Scott Nelson, Nelson Land and Bello Point property owner Jim Butler.

Minutes Jim Barnett moved adoption of the May 22, 2010 meeting minutes. Fred Miller seconded the motion and it passed.

Bill Manion suggested and board members agreed to change the order of the agenda items to accommodate the non board members present.

Landscaping Bill Manion thanked Scott Nelson for coming to speak with the board about landscaping issues. He stated numerous landscaping issues have come before the board and we appreciate the opportunity to discuss these with him.

- 1) Foundation shrubs and ornamental trees – Bill Manion stated many shrubs and trees have been planted too close to the townhomes and pruning has made many of them misshapen, etc. Scott Nelson agreed his company had planted many items too close because the developer, Four Seasons Homes instructed him to do so in an attempt to improve the appearances when trying to sell the townhomes. He stated the landscaping is now maturing and is causing problems or looks inappropriate when pruned to keep shrubs and trees away from the buildings and/or roofs. He suggested some items may need to be removed. His insurance only allows for tree removal up to 6 inches in diameter, any tree larger will need to be removed by a tree removal service. It was agreed Scott and Todd would survey the townhome areas and make recommendations to the board on landscaping.

Scott Nelson requested to be contacted by telephone 216-1111 or email of any landscaping issues. Bill Manion thanked Scott for his time and suggested he attend board meetings periodically so issues can be discussed. He also stated the board will look forward to his recommendations of overgrown landscaping.

- 2) Mowing – Fred Miller noted the lawn mowers at Bello Point appear to be tearing the grass blades rather than cutting. Scott stated all mower blades are sharpened every morning however, his company mows Villa La Cresta first and then Bello Point so the blades of each mower are cutting a lot of grass each day.
- 3) Raw garbage – Last month it was noted Nelson Land employees were putting raw garbage in property owner's trash containers. Todd Nelson has talked with employees and this should be corrected. If it becomes a problem again, he would like to be contacted.
- 4) Landscaping Bids – Marti Eagan reported Lee Eise has been in contact with landscaping companies regarding their interest in providing a bid to the POA for the upcoming year. She reminded the board that one of the reasons we were proceeding with this process is to provide fiduciary responsibility as was discussed with the POA attorney at our last board meeting. These companies are waiting to receive information on required services, etc. in order to prepare their bids. Lee has talked with Todd who suggested using the POA website information. Marti provided a copy for each board member and asked if they had any additional items to be included or if any should be deleted. No comment was received so board members were asked to review the information and contact Marti or Lee if they had any additional input. Marti reported she and Lee thought the website information was a good start but more detailed information should be included. Lee strongly feels we need to know if any of the work would be outsourced and if so to what company(s). We will need references of all companies providing service. Marti and Todd will meet this week to finalize items for Todd's preparation of the request for proposal.

5) Snow Removal Policy - Todd Nelson reminded to the board of the current policy and the POA liability as provided by Bob Pohl, POA attorney. After discussion, Jim Barnett moved the snow policy be changed to remove snow after 2 inches have fallen for full time homeowners only and part time homeowners only after they have contacted Todd Nelson to inform him they will be in residence. Fred Miller seconded the motion and it passed. Todd will write a letter to all property owners to inform of the new policy.

Water Intrusion Bello Point property owner Jim Butler stated he has had water intrusion at his home. Currently he does not have all the invoices for expenses but he wanted to make the board aware of the situation and that he would have a claim for damages. He explained the problem occurred on the lake side of his property and also affected his attached neighbor. The problem appears to have originated at the downspout where water was not being diverted away from this townhome. The landscaping mulch was significantly high and the water force from the downspout backed up and went toward the home.

Scott Nelson reviewed the construction situation at Bello Point. In the case of Mr. Butler's home, drain tiles had not been installed and the water was not being moved away from his home. The problem has now been corrected. Scott stated his company should not place mulch high near downspouts and he will review for any liability of Nelson Land.

Mr. Butler wanted to know the procedure to submit a claim. Todd Nelson stated he should submit all bills along with a letter to the board. Mr. Butler stated they have mildew and some furniture may be ruined. He thanked everyone their time and said he knew everyone would do the right thing.

Accounts Receivable Todd Nelson presented the A/R Aging Summary as of June 18, 2010. Todd noted nine of the eleven property owners who are delinquent 90+ days do have liens filed. The account receivables have been reduced by approximately \$7500 during a one month period. One property owner has called Todd to complain about the \$250 attorney fee. It was discussed and the board consensus is the attorney fees are reasonable.

Bill Manion stated he had emailed Derek Cooper, Four Seasons Homes to remind him of his gentleman's agreement with former board president Don Brohm to pay for landscaping services at the unsold Bello Point patio homes. Mr. Cooper has yet to respond.

Collection Policy Todd presented the written POA Collection Policy as discussed at the May 22, 2010 meeting. After review and discussion, Jim Barnett moved and Fred Miller seconded the following Resolution. It was unanimously approved.

RESOLVED, that the Porto Cima Townhouse Property Owners Association, Inc. Collection Policy presented to this meeting be adopted as the Collection Policy for the Porto Cima Townhouse Property Association, Inc.; and

BE IT FURTHER RESOLVED, that a copy of said Collection Policy be mailed to each owner of a townhouse unit in Porto Cima Townhouses and that a copy of the Collection Policy be inserted with the minutes of this meeting in the Minute Book of this Association.

Todd noted the Collection Policy will be mailed to all property owners with the next quarterly statement.

New Business Todd Nelson has been contacted by the Hinson's at Bello Point regarding the addition of outside awning. They are in the process of providing the information needed for board consideration.

The next board meeting will be August 14, 2010 at 9:00 a.m. and will be held at the Porto Cima clubhouse.

The meeting adjourned at 10:35 a.m.

Respectfully submitted,

Marti Eagan