

Breezewood 2 HOA  
Meeting of the Board of Directors  
September 29, 2015 6:00 pm

Meeting called to order 6:03 pm.

Kristen Snead, Patrick Everett, Brian Massey and Randall Jones present from the Board of Directors. Amanda Blomefield and Rocky Russell present from Russell Property Management.

It was brought to Amanda's attention that across from Bldg 3308, the street light covering the parking lot is flickering. Amanda will report to GUC.

In reviewing reports questions were brought up on the Balance sheet. Board members asked what "Undeposited Funds" were. Rocky explained this is just the way that Quickbooks represents deposits on the reports. The funds could already be in the bank by Quickbooks may not have been updated by accounting. Rocky explained that "Retained Earnings" and "Net Income" represents net income not spent.

In reviewing the Profit and Loss report the Board questioned who has not paid the Special Assessment. Rocky stated that he could pull a report that represents these accounts and he would email that to the Board.

Amanda reviewed collections with the Board. Reviewed RPM's typical collection policy and explained the success rate with using attorney Jordan Price and the foreclosure process. The Board decided to start turning delinquent accounts over to the attorney. Collection level for BW2 is \$450.00. The following accounts were voted to be turned over:

- ██████████ Mulberry
- ██████████ Mulberry
- ██████████ Thackery
- ██████████ Thackery
- ██████████ Thackery
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The Board discussed how to assess late fees to delinquent accounts. It was decided to charge a \$20.00 late fee to accounts with a balance of \$1,333.33, and 1.5% late fee to accounts with a balance above \$1,333.33. The late fees will post to accounts on the 21<sup>st</sup>.

Owner request from 2597G was reviewed for storage of a grill on the balcony. The Board denied this request. Owner request 2593E was reviewed to allow an electric skillet on the balcony. The Board approved this request.

Amanda discussed a bid with the Board received from Al Shackelford for tree trimming at specific units that have owner complaints or that have been documented during inspections. The Board approved the \$1,000 bid for the tree work.

Newsletter was discussed and the Board agreed that a newsletter should be sent quarterly. The newsletter will include information on the late fees, pest control information, reminder for residents to not leave personal belongings in their car.

The Board requested for Amanda to contact the owners we do not have an email address for to see if we can obtain one.

Next meeting dates were discussed and approved.

Tuesday, 12.1.15 6:00 planning meeting, Tuesday 2.2.16 6:30 annual meeting.

Meeting was adjourned at 7:02 pm.