

Frisco Square HOA Meeting Minutes

Subject	Frisco Square HOA Meeting	Date	June 9, 2022
Facilitator	David Rostcheck (President)	Time	6:00 pm
Location	Virtual (via Zoom)	Scribe	Cathy Scarince (Secretary)
Attendees	David Rostcheck (President), Cleveland Antoine (VP), Janet Pollard (Treasurer), Sara Dunham (at-large), Cathy Scarince (Secretary)		
Absent	None		

Key Points Discussed and Action Items

No.	Topic	Action Items
	Call to Order	David called the meeting to order at 6:05 pm.
	Approval of Minutes	CS motioned to approve the April 14 regular board meeting minutes. DR seconded. All approved – motion passed.
Old Business		
1.	Rental units violating CC&Rs	<p>Letters were sent by the lawyers to 3 owners in the neighborhood regarding violation of leasing rules. One owner responded that the ad was placed online before she bought her unit. The Board confirmed this and notified the owner that no further action would be taken.</p> <p>The owner who is renting out two units on AirBNB and VRBO has put one unit up for sale. CS looked on AirBNB and VRBO and both ads have been taken down, and no short term rental ads could be found for either unit.</p> <p>The third owner is living in his unit and renting out bedrooms to two roommates. CS will document the conversation she had with one of the residents.</p> <p>SD will contact the lawyers to find out how to proceed at this point.</p> <p>The board discussed how to make sure we get the required information from renters. CS will ID all the rental units and will contact all owners of rentals to get required information. This can be done by comparing the owner addresses in our HOA resident list with the owner addresses in the tax rolls. If it is different, it is most likely a rental.</p>
2.	Pet waste	<p>A resident has now accumulated 4 violations regarding their dog – 3 were from not picking up pet waste and 1 was from letting the dog off leash. The resident has been verbally warned that another violation will result in the dog being banned from the neighborhood. It was not well received.</p> <p>CS will draft a letter to mail certified with return receipt notifying the resident that any more violations will result in the dog being banned from the neighborhood. If there continue to be violations after the letter is received, the board will contact the lawyers for next steps.</p>
3.	Riser rooms	<p>The riser rooms and backflow preventers have all passed annual inspections. The BFP box at 8304 Library is still flooded. CS will check with Vetted to see if they were supposed to have fixed the leak. If not, Nicole will contact landscaper to fix the leak.</p> <p>6346 Gordon had an alarm, but it may have been a one-off. We will wait to see if it goes off again. If it does, CS will contact Vetted to look at it. Also, the door doesn't stay closed. Since the reserve study isn't done yet, we don't have a budget to fix the doors on the riser rooms yet, but this one needs to be fixed ASAP. CS will arrange to have the door replaced.</p>
4.	Reserve study	CA has found 4 companies that do reserve studies. He is gathering information from all of them right now to present to the board.

5.	Landscaping	NR will start walking the neighborhood monthly to assess landscaping needs. NR will get a quote for all trees that immediately need trimming and also will talk to the landscaper about the tree damaged by the city on Burnham St. NR requested approval to remove 10 trees and remove dead materials in beds. JP motioned to use non-restricted money to remove the 10 trees and dead materials. DR seconded. All approved – motion passed.
6.	Treasurer's update	Utilities are higher (about \$1000 over budget for the year) due to higher prices, insurance is also higher. Budget should still be OK if we don't have any major riser room issues this year. We have \$154,524 in non-restricted fund and \$93,340 in restricted fund, for a total of \$247,864 in the account.
New Business		
7.	HOA sales tax exemption	DR discovered that the HOA has been paying sales tax since the beginning and never obtained an exemption certificate, even though we qualify as an HOA. DR motioned that the HOA apply for a sales tax exemption certificate and provide it to vendors to eliminate charges for sales tax. SD seconded the motion. All approved – motion passed. DR will do this. DR mentioned that we might also approach CMA to ask for reimbursement of all the taxes the HOA has paid since CMA has been the HOA management company from the beginning, has managed the auditing of the accounts, and never mentioned the fact that the HOA did not need to be paying sales tax.
	Adjournment	DR motioned to adjourn the meeting. JP seconded. All were in favor – motion passed. The meeting adjourned at 7:22 pm.

Minutes approved 7/14/22, prepared from notes taken 6/9/22.

Cathy Scarince, HOA Board Secretary

