

Palm Grove Owners Association, Inc.  
Board Meeting  
November 10, 2015  
Palm Grove Clubhouse  
Minutes

Location

Palm Grove Clubhouse

Call to Order

The meeting was called to order at 6:00 PM by Board President Bob Foltz.

Attendance, Roll Call, Determination of Quorum

Board members present were Bob Foltz, Craig Nightingale, Matt Goss, Tim Rockwell and Mike Vukson a quorum was established. Representative present from Guardian Association Management was Kelly Burch.

Consideration of Minutes

Mike made a motion to approve the minutes of the September 15, 2015 Board Meeting as written. It was seconded by Bob and approved unanimously.

Reports of Officers

Bob reported that he and Tim attended a Walnut Creek workshop and it appeared as if swales would be built to direct water from the roadway into the Walnut Creek retention basins and city drainage systems. They requested, on behalf of the Association, that the construction company notify the management company if they needed access to Palm Grove property for any reason prior to accessing the property and mentioned added trees along the Palm Grove retention basin.

Manager's Report

**Receivables:** Kelly reported that 4 accounts are with the attorney for collections and there are 3 additional accounts that are ready to be sent for collections. Kelly also noted that there are several accounts that have a few dollars owed in interest. Mike made a motion to waive all accounts that owe less than \$20.00 in interest as of the date of the meeting. Matt seconded the motion and it was approved unanimously.

**Maintenance Items:** Trimming of the trees at the clubhouse was completed and the sealing of the repaired area in the clubhouse parking lot will begin on 11/11/15.

Mike made a motion to accept the managers' report. Tim seconded the motion and it was approved unanimously.

Unfinished Business

N/A

New Business

**Consideration & Approval of 2016 Budget:** The 2016 Proposed Budget was discussed with changes being made to accommodate an increase in the cost for clubhouse cleaning. Mike made a motion approach Student Maid to see if they will match the price quoted by Lori Clardy for cleaning and they will not, to approve the change in cleaning companies effective January 1, 2016. Matt seconded the motion and it was approved unanimously.

Mike made a motion to approve the 2016 budget as amended. Tim seconded the motion and it was approved unanimously.

**Other:** The Annual Meeting of the Members was tentatively scheduled for January 19<sup>th</sup> at 6:00 PM at the clubhouse.

There are ants on the door of the clubhouse, Kelly was asked to have the area sprayed.

Adjournment

There being no further business, the meeting was adjourned at 6:18 PM.

Respectfully submitted by Kelly Burch, Guardian Association Management