

**CAMPUS WALK HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MINUTES**

**DATE:** January 9, 2014  
**TIME:** 6:00 p.m.  
**PLACE:** Study Lounge

**CALL TO ORDER:**

The Meeting was called to order at 6:05 p.m. by President, Donna Catalano.

**ROLL CALL:**

Donna Catalano, President

Dick Carter, Treasurer

Suzette Avetian, Secretary

ABSENT: Jeff Lascale, Vice President  
Management

Representative:

Debbie Tolton

**QUORUM: (3)**

A quorum must be present to conduct a lawful meeting. Quorum was established with the attendance of three (3) Directors.

**HOMEOWNERS' INPUT / ATTENDANCE:**

None in attendance

**APPROVAL OF MINUTES OF LAST MEETING:**

- **MOTION:** to approve Minutes from the November 14, 2013 meeting. Motion was seconded. Motion passed unanimously.

**TREASURER'S REPORT: Dick Carter**

**NOVEMBER 2013 Balances:**

Operating (Alliance Bank)	\$ 20,479.25
Petty cash	\$ 100.00
Reserve (Alliance Bank)	\$107,649.33
Reserve (Mutual of Omaha)	\$201,795.08
Delinquent Fees	\$ 8,031.85
Prepaid Fees	\$ 6,027.74
Unpaid Bills	\$ -0-

**DECEMBER 2013 Balances:**

Operating (Alliance Bank)	\$ 23,647.97
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Petty cash	\$ 100.00
Reserve (Alliance Bank)	\$114,363.01
Reserve (Mutual of Omaha)	\$201,829.36
Delinquent Fees	\$ 7,492.29
Prepaid Fees	\$ 7,482.72
Unpaid Bills	\$ -0-

- Mr. Carter reviewed line items. Over budget in pest control due to pigeons; insurance and trash but under in security and utilities, except for water. Overall, 2013 came in well with strong Reserve contribution. Feels good about 2014.
- Requested manager to make sure all 2013 expenses are reflected in December financial prior to closing out the year.
- **MOTION:** to accept the Treasurer's Report for the period ending November 30, 2013 and December 31, 2013. Motion was seconded. Motion passed unanimously.

#### **RATIFICATION OF EXPENDITURES UNDERTAKEN ON BEHALF OF HOA:**

- **MOTION:** to ratify the expenditures of \$308.21 paid by Cadden Management on behalf of the HOA in December 2013 and January 2014. Motion was seconded. Motion passed unanimously.

#### **MANAGER'S REPORT:**

Board reviewed written report of Manager's duties

- Reviewed homeowner correspondence. Unit 211 requesting compensation for inconvenience caused to tenants with roof drain leak. Request was denied. All repairs were completed.
- Utility comparison report was reviewed.
- MacGray Audit report was reviewed.

#### **ITEMS AS WARRANTED:**

1. Reviewed AV Builder proposal for re-coating walkways. Manager to get two more bids for the board to review.
2. **MOTION:** to approve proposal presented by Dorn Engineering to extend the gutter away from Unit 128 for totaling \$548.00. Motion was seconded. Motion passed unanimously.
3. **MOTION:** to approve CCM addendum reflecting 2% increase. Motion was seconded. Motion passed unanimously.
4. Discussed parking issue. Manager and Board members to address with matter in person with ParkWise office.
5. **MOTION:** to schedule meetings every 2<sup>nd</sup> Thursday at 6:00 p.m. Motion was seconded. Motion passed unanimously.
6. February agenda to reflect discussion on placing reserve money in a money market or CD.

7. Manager to solicit bids for to replenish DG on the exterior and interior. Also design ideas using pavers to keep DG from spilling onto the sidewalks and to improve south side appearance.

**NEXT MEETING DATE:**

The next Board meeting is scheduled for Thursday, February 13, 2014 at 6:00 p.m. in the Study Lounge.

**ADJOURNMENT:**

- **MOTION:** to adjourn the regular business meeting at 7:15 p.m. Motion was seconded. Motion passed unanimously.

**Respectfully submitted by:**  
*Debbie Tolton, Minute Taker / Association Manager*