

# Campus Walk Homeowners Association

## Board of Directors Meeting MINUTES

**Date:** Thursday, June 13, 2019  
**Time:** 6:00 p.m.  
**Location:** Study Lounge – 931 N. Euclid

### CALL TO ORDER

- Meeting was called to order at 6:07 p.m. by Vice President, Cynthia Haines.

### ROLL CALL

Cynthia Haines, Vice President  
Carol Cheng, Treasurer  
Suzette Avetian, Secretary  
Meg Cox, Member at Large

Management Representative /  
Minute Taker: Debbie Tolton, Cadden Community Management

### QUORUM (3 Directors) –

- Quorum was present to conduct meeting.

### APPOINTMENT TO BOARD

- **MOTION:** to appoint Jennifer Lynch to fill open position on Board. Motion was seconded and passed unanimously. Welcome!

### ORGANIZATION OF BOARD

- **MOTION:** to nominate Suzette Avetian to fill the President position. Motion was seconded and passed unanimously.
- **MOTION:** to nominate Jennifer Lynch to fill the Secretary position vacated by Ms. Avetian. Motion was seconded and passed unanimously.

### APPROVAL OF MEETING MINUTES

- **MOTION:** To approve minutes from the March 13, 2019 meeting. Motion was seconded and passed unanimously.
- Manager to include the “Notes” from the May meeting (no quorum) in the July meeting packet.

### REPORTS

- Treasurer Report – Carol Cheng  
**Financial Report for the period ending May 31, 2019:**

Campus Walk Homeowners Association  
Board of Directors Meeting MINUTES  
June 13, 2019

- Bank Balance ..... \$35,587
- Operating Balance (petty cash-on-site) ..... \$100
- Reserve Balance – Alliance Bank ..... \$200,493
- Reserve Balance – Mutual of Omaha ..... \$129,020
- CD – Mutual of Omaha (15m) Matures 6/6/19 ..... \$127,500
- CD – National Cooperative Bank (12m) Matures 4/28/20 ..... \$127,376
  
- Delinquent Assessments ..... \$2,530
  
- **MOTION:** To approve the financial reports for March 2019, April 2019, and May 2019 as submitted. Motion was seconded and passed unanimously.
- Reviewed GL#4305 – General Maintenance expenses – 2019 YTD
- Reviewed Breakdown – reimbursement expenses / ACE hardware
- **MOTION:** to rollover maturing CD (\$127,500) in 15 mo CD offering 2.35% interest with Mutual of Omaha. Motion was seconded and passed unanimously.
  
- Manager Report was accepted.

**OLD BUSINESS**

- **MOTION:** to accept Landscape clean up presented by Chula Vista Landscape totaling \$720.00 Motion was seconded and passed unanimously.

**NEW BUSINESS**

- Cement project – south sidewalk / mailbox area reviewed and discussed. **MOTION:** to accept bid for \$1900 labor and materials (5ft x 35ft sidewalk) and \$1200 to cement mailbox area totaling \$3100. Motion was seconded and passed unanimously.
- **MOTION:** to accept bid presented by Coles Custom Painting to re-paint Study Lounge (\$450) and office (\$350) totaling \$800.00. Motion was seconded and passed unanimously.
  - Bid does not include bathroom or baseboards

**NEXT MEETING**

- The next meeting is scheduled for **Thursday, July 11, 2019 at 6:00 p.m.**

**ADJOURNMENT**

- **MOTION:** to adjourn meeting was made at 6:55 p.m.

**EXECUTIVE SESSION FOLLOWED**

Upon a motion made, Executive Sessions may be held for discussions or consideration of any matter(s) appearing on this agenda for any reason permitted by law: a) personal health or financial information of an owner/member, employee, etc.; (b) employee performance, compensation, health records, etc.; and (c) owner/member appeal or penalty.