

WINGATE VILLAGE

Townhomes

Meeting – Board of Directors

What:	Community BoD Monthly Meeting	Date/Time/Place	January 23, 2014 7PM Clubhouse
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Attendance – Board of Directors

Participant			
X	Pres. Kenneth Paskett	X	Vice Pres. Aldo
		X	Secretary. Jeffrey Wood

Attendance – Property Management (HOA of UTAH)

Participant Names			
X	Chris Bowden	X	Clark MacIntosh

Attendance – Community Members

Participant Names			
Dennis Stacy			

Minutes

#	Description	Facilitator
1	2013 December Minute Minutes – Review and approve	Kenneth Paskett & Chris Bowden
2	2014 Annual Meeting Minutes: Review and update minutes and approve	Kenneth Paskett & Chris Bowden
3	Financial Review: Review December's financials and aging dues report <i>Request to have vendors itemize invoices so that future board members may understand what was done.</i>	Chris Bowden & Jeffrey Wood
4	Community Updates	All

Action Items

#	Description	Owner	Due date	Status & Comments
1	Newsletter for February Message from the President Parking Meetings (2/1, 2/4, 2/2) Parking Enforcement Feb 10 th Window Coverings Adherence Pet Rule Reminder Clubhouse Rental Policy Update BoD Meeting Time Change Dryer, Bathroom Vent and Fence Repair for the Spring?	Kenneth & Jeffrey	Feb	
2	Online Community Management Suite <i>Clubhouse Rental, Payments, Violations, and Maintenance Request</i>	Chris	March	Chris plans to release this to our community in March
3	Management of Key Fob system.	Chris	Feb	Key Fob configuration and management should be setup by next board meeting. This will allow our community manage clubhouse, fitness center, and pool access more easily.
4	BoD Meeting Time Change	Board of Directors	Feb	BoD meetings are moving to the 3 rd Thursday of each month, starting at 6:30PM. We will announce in the upcoming newsletter and google calendar.
5	Temporary Parking Passes	Chris	Feb	Chris may have extra passes from another community that he can sell at a discounted price. If not, he will order temporary tags. Each owner will get one tag per unit.
6	Parking <i>List of who has registered for a new pass</i> <i>Prepare for meeting offered to help promote adherence</i> Rules will be enforced Feb 10	Chris, BoD	Feb	Schedule meetings for February 1 st @ 11a-1p February 4 th @ 6p-8p February 6 th @ 6p-8p
7	Unit 46 Fence Repair Inquiry		Feb	Inform owner that the community plans for a community wide repair in March/April.

Completed Items

#	Description	Completed
1	Updated clubhouse rental policies to ensure we're serving our community members while offering the best service possible.	2014-JAN
2	Graffiti on Unit 62 has been removed properly	2014-JAN

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3	Painted the clubhouse	2014-JAN
4	Lighting under carport area fixed	2014-JAN

Risks / Opportunities

#	Risk / Opportunity	Corrective Action	Owner	Status & Comments
1	We still have a large number of owners who have not registered their vehicle to obtain a new parking pass.	Offering 3 meetings at the clubhouse to distribute parking passes to owners.	Chris, BoD	Feb 1 st 11a-1p Feb 4 th 6p-8p Feb 6 th 6p-8p

Issues

#	Issue	Corrective Action	Owner	Status & Comments
1	Dennis would like the fitness center to be available to all community members.	Fitness fee was recently dropped from 10\$ a month to 5\$ a month. We will review the fitness center offerings in August of 2014.		Fees are invested directly back into the fitness center for maintenance and capital improvements.

Decisions

#		Owner
1		

Parking Lot

#	Description	Due Date
1	Amenities-Gym: Review fitness center offerings and value proposition to community.	2014-August
2	Newsletter for March: Dryer and bathroom vent announcement. Any damaged vents or vents that do not meet community standards will be replaced and the owner billed. Doing this as a community will help keep the cost lower than an individual service call.	2014-March
3	Property Maintenance: Dryer and bathroom vents will be replaced	2014-April
4	Property Maintenance: Review fence damage within our community and owner's patios and repair where needed. This will clean up the community while ensuring the repairs provide a uniformed look. Owners will be billed for any fence repair associated with their unit.	2014-March April
5	Property Maintenance: HOA of Utah does an annual maintenance and repair inspection and report, this report is now 75% completed. Once the weather warms up, HOA of Utah will complete the report.	2014-2Quarter
6	Property Maintenance: Rusting light fixtures, vent covers, door frames, and doors.	2014-April
7	Property Maintenance: Parking Lot, Pot hole (near clubhouse)	??????
8	Rule Adherence: Several units are not in compliance with our CC&Rs for satellite placement. The root cause is likely the installer, however the owner is responsible to ensure placement is in compliance with our community CC&Rs.	2014-August