

**MINUTES  
BOARD OF DIRECTORS  
LAVENDER GLEN HOMEOWNERS ASSOCIATION**

October 6, 2003 at 6:30 pm  
104 Silverbell Trace

**Present:**

Lee Kurokawa, Kevin Gentry, Metta Nicewarner, Kenyatta Register, Cindy Bornander (left early,) Scott Lawrence, Arlene Escalante, Ron Bornander (arrived later,) Scott Fleming

**Guest**

Scott Fleming, the principal of Monsignor Donovan High School, was the guest during the meeting. He was invited to meet with the board and to familiarize himself with the neighborhood, which is one of the closest subdivisions in the school. He updated the board with the present status of the school. It has 18 students and the school, which just opened this fall, is offering 9<sup>th</sup> grade this year. A year level would be added year after year until it completes the whole high school grade levels. He asked for the neighborhood's help in spreading the word about the new high school. He also informed the board that the neighborhood's association is welcome to use the high school facilities for meetings starting with the Oct. 23 gathering for the Neighborhood Watch.

**Old Business**

Status of common area – Lee said that the board has to get more bids on the maintenance of the area. Kevin was also reminded of his assignment to verify the deed of the common area, get the Plat Book and the corresponding page number.

Request for rebate of expenses for replacement trees – Lee asked if the board would still pursue the recovery of cost for trees planted. Kevin remarked that Chris would write the letter, which he (Chris) already did.

Postal drop box – seeking information on the possibility of having the drop box in the subdivision was already taken care of. Drop boxes are only placed in heavy traffic areas, and we don't qualify.

**Turning Over of Files**

Kenyatta, as the outgoing treasurer, turned-over the files to Cindy, explaining in details the procedure on sending out invoices to residents. Lee asked whether Kenyatta has the list of letters that were sent out to residents regarding the payment of dues. Kenyatta replied that she has the record of the final notices sent out. On the question on how long would the board wait before a second notice is sent out, it came out that the board has not

really established a definite number of days of non-payment before a second notice is mailed to the resident. Kenyatta said that she mails the second notice if she does not receive the payment as of due date.

Cindy, as the outgoing secretary, turned over the minutes and other secretariat files to Arlene.

### **Treasury Report**

Kenyatta presented the 2003 Statement of Earnings as of October 6, 2003 (attached) showing total revenue of \$20,622.75 and a net reserve of \$10,861.45. It is stated in the report that 11 homes have not paid either the initiation fee or the 2002 dues. A third notice, stating that a lien might be put on the house, has already been sent to these residents. Twelve (12) homes have not yet paid the 2003 dues.

### **Committee Liaisons**

The following board members were assigned to act as liaisons to the committees:

Barbara - Communications Committee  
Cindy - Environmental Committee  
Metta - Neighborhood Watch Committee  
Scott - Covenant Committee  
Arlene - Social Committee

No board member was assigned to the Nominations Committee for the meantime.

### **Committee Reports**

#### *Social Committee*

Garage sale was a success. A lot of homes put out items for sale.

#### *Environmental Committee*

They will get more bids on the maintenance of the greenspace.

#### *Neighborhood Watch*

Ron Bornander, the committee's chair arrived later during the meeting. He was told that Scott Fleming, the principal of the Monsignor Donovan High School has approved the request to hold the meeting in the school on October 23, 2003.

### Covenant Committee

Resolutions for the complaint process are going to be drafted and reviewed. Kevin presented and read to the board policy resolution (# 5 ) for Covenant Violation Penalties (copy attached.) Related matters were discussed as follows:

- a. Interpretation of item # 3 (re: penalties .... doubled each time) of the resolution was clarified by Scott. Example – first violation would be \$25. The second time same violation would be committed, penalty is \$50. The third time would be a \$100 and so on and so forth.
- b. Lengthy discussions on the determination of minor and major violations took place.
  - Covenant Committee is dealing with violations that are not to be interpreted. Anything that needs interpretation will go directly to the board. The committee however can make recommendations.
  - Complaint process would be in place and that residents would be able to present their side before penalties would be imposed.
  - Scott said that the committee would send three letters to the violators.
  - Lee made a motion to approve Policy Resolution (# 5 ) for Covenant Violation Penalties. Majority of the board approved the said resolution.
  - Scott said that they are going to make a write-up informing residents of the penalties and complaint/appeal process. Their committee also is planning to go house to house to get votes for the covenant.
  - Scott also requested for funding approval of about \$30 to cover the cost for copies of committee letters and binders. The board unanimously approved the request

### **Referencing of Letters Sent Out By Committees**

Kevin started the discussion by telling the board that they plan on using a logbook for all the letters that are being sent out to residents. The logbook will contain the name and address of residents plus the type of violation committed. Metta volunteered to set-up an Excel spreadsheet that will help them monitor all the letters sent out. Likewise the spreadsheet can sort information by name, violation, number of letters sent per resident, etc. Lee also offered to help out with the spreadsheet.

Scott said the Covenant Committee would maintain both a logbook and the spreadsheet.

Arlene suggested using a reference number (which will include a letter number and date) on all letters sent out by committees. Such reference number can then be listed in the logbook with the corresponding name of the addressee.

### **Bulldog Waste Service**

The association has until October 31, 2003 to get as many residents to sign up for Bulldog in order for us to get the discounted rate and the free recycling bins.

### **Residents' E-mail List**

Arlene suggested having an e-mail list for all residents to be used in disseminating neighborhood news and announcements. Lee said that sending e-mails might be considered spamming and the neighborhood has already a web page. Metta then suggested setting-up a list serve for residents to voluntarily register themselves if they want to receive e-mails. However, such list serve needs to be managed.

**Next meeting** – Nov. 3, 2003

No meeting in December due to the holidays but board members should be available by e-mail just in case some pressing matters about the neighborhood need to be addressed.

Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Arlene M. Escalante  
Secretary