

**Cinnamon Cove Single Family II
Board Meeting Minutes
August 3, 2018**

Call to Order- The meeting was called to order by Carolyn Kern at 10 A.M.

Roll Call- A quorum was established by the presence of Carolyn Kern, Bob Hughes, Ray Heuring, and Jack Kalbfleish.

Approval of Minutes- The Board reviewed minutes from the June 25th Board meeting. Ray made a motion to approve as amended, Bob seconded and the motion passed 4-0.

Treasurer's Report- Matt gave a report on the Association's financial status as of June 30, 2018.

Manager's Report- Matt provided the Board with updates on the roofing project and Capital Bank CD. Carolyn also addressed changes to the website that need to be made.

Committee Reports:

Water Lines- Bob gave a status update of irrigation repairs that have been made. Low pressure issues were corrected.

Lamp Posts/Mailboxes- Jack reported Knorr's lightpost is starting to tip over due to rust and needs to be repaired. Lights on 3 other mailboxes need to be replaced.

Landscaping- Contracts will be reviewed at the next Board meeting.

Old Business:

Pressure Washing/Paint- The Board reviewed and discussed painting and pressure washing contracts that have already been approved.

Trees:

Replacement- The Board discussed replacement trees for Oltmans and Darovic. Tabled until next month.

Removal- An arborist will review the Norfolk pine at 16579 Coriander and give an opinion on removal. Ray made a motion to remove the Norfolk at 16579 if recommended by the arborist. Jack seconded and the motion passed 4-0.

Audit- Matt gave a status update on the audit. Auditors recently requested more information on insurance and attorneys.

New Business:

Sod Replacement- Ray reviewed locations that need sod replacement and identified 22 areas that may need sod replacement.

Forms:

New Owner- Carolyn presented a revised draft of the SFII New Owner Welcome Letter for the Board's review/approval. She also recommended that this new owner packet include 5 inserts: ACH form, Common element work order request, Modification request form, Emergency Contact form, and copy of the Rules and Regulations. The Board and CAM agreed to the implementation of this revised Packet. Carolyn will forward the letter as a Word Doc for use in future welcome packets.

Rental Application- The Board reviewed 2 forms for rental applications on sandcastle's website and decided to remove the form labeled lease application.

Master Update- N/A

Modification Requests- N/A

Owner Comments- N/A

Adjournment- Jack made a motion to adjourn at 11:40 A.M., Ray seconded and the motion passed 4-0.