

# **Mallard Green HOA Meeting Minutes**

*October 19, 2011*

*Avila Beach Athletic Club*

## **Call to order**

The meeting was called to order at 3:30 p.m. by president Brent Parker. Other board members present were William Boyce, Corie Muriset, Ken Mendonca and Gary Beall. No other homeowners attended. Sonia Lopez from FarrellSmyth attended.

## **Approval of minutes**

Minutes of the April 11, 2011 meeting were unanimously approved.

## **FarrellSmyth management responsibilities**

Sonia Lopez, our FarrellSmyth property management contact, was present to clarify for the board services available for our monthly contract fee, as well as services available at an extra charge. As a result of the discussion, the board expressed a desire to involve FarrellSmyth more in such management activities as obtaining bids and handling resident requests for pest control, landscape and architectural issues, and other services. The board agreed to develop a checklist delineating responsibility between Mallard Green HOA and FarrellSmyth for specific activities. Board president Parker instructed the Mallard Green architectural and landscape committee chairs to develop broad policies that will facilitate transfer of some of these functions to FarrellSmyth. The board also expressed a desire to establish a periodic on-site walk-through with FarrellSmyth to assess needs.

## **Pest control**

The board unanimously approved a one-year service contract with Brezden Pest Control, Inc, to provide monthly treatment for the control of gophers, voles, moles, mice, and rats, effective November 1, 2011. The treatment area will include all common areas, and accessible front, back, and side yards.

Residents experiencing rodent problems should contact Sonia Lopez at FarrellSmyth at (805) 543-2636.

## **Financial Report**

As of September 2011 Mallard Green HOA assets were \$317,363 with Reserve funds for current and future liabilities at \$237,445, resulting in a positive operating cash balance of \$79,918. No homeowners are delinquent in dues.

The board unanimously approved a budget for 2012. The budget includes funds to conduct a required reserve study during the first quarter of 2012 to determine if allocations for current and future liabilities are adequate. A summary will be available when the study is complete.

The board authorized MorganStanley to roll over a CD coming due on Oct. 21 to a new five-year CD due in 2016 at the current interest rate of 2 percent. Also, since operating cash has grown to a level beyond what is necessary for cash-on-hand needs, the board authorized Morgan Stanley to spread \$50,000 over the HOA's existing CD portfolio to earn interest on the funds. This action reduced operating cash to \$29,918 and increased capital by \$50,000.

In another action the board agreed to transfer \$48,000 from the painting reserve to the landscape rehabilitation reserved, leaving slightly more than \$100,000 in the painting reserve.

### **Architectural Committee Report**

The GutterMan will be doing fall gutter cleaning at a bid price of \$2,350. Four or five homes will be scheduled for painting in 2012. Corie Muriset has joined the Architectural Committee.

### **Landscape Committee Report**

Bids are being obtained from Cobb's Trees and Coastal Tree Experts for fall tree/shrub service needs. A bid from TM Environmental Services has been obtained for fertilizing trees and shrubs. Feasibility of having Nichols and Associates, our landscape service contractor, provide this service will be explored.

### **Open Forum**

Discussion of the HOA board's role in providing gifts to residents undergoing personal hardship led to consensus that the board should not be involved because it is hard to maintain consistency when such action should be taken or knowing when such opportunities arise.

A discussion regarding having Sonia Lopez of FarrellSmyth attend board meetings was inconclusive.

### **Next Meeting**

The next HOA meeting will be at 3:30 p.m. on Thursday, January 12, 2012 at the Avila Bay Athletic Club.

### **Adjournment**

The meeting was adjourned at 6 p.m.

*Respectfully submitted*  
Gary Beall, secretary