

**DAYBREAK COMMUNITY ASSOCIATION  
OPEN BOARD OF DIRECTORS MEETING  
August 26, 2015**

The Open Board of Directors Meeting of the Daybreak Community Association was held August 26, 2015 at the Daybreak Community Center.

**Board of Directors present were:**

Ty McCutcheon, President  
Cameron Jackson, Secretary  
Rulon Dutson, Treasurer  
Lori Labrum, Resident Member

**Management Company present were:**

Cindy Spillane, Community Manager  
Frankie Pettley, Office Manager

**Board of Directors excused were:**

Dave Pimm, Resident Member

Quorum was established with three voting members present.

**Call to Order:**

Rulon Dutson called the meeting to order at 6:12 PM.

**Zero Harm Share:**

What extra precautions should we be taking now that the children are back in school?

- i. Drive slower
- ii. Teach children to be aware of traffic
- iii. Have them walk in groups
- iv. Use cross walks
- v. Parents use the walking school bus app
- vi. Change the rout taken to avoid school zones

**Approval of Meeting Minutes:**

**Motion:** A motion was made by Ty McCutcheon, seconded by Cameron Jackson and unanimously carried to approve the minutes from the May 27, 2015, Open Board of Directors Meeting as written.

**Reports:**

Treasurer's Report – *Rulon Dutson reported to the Board.*

- i. Review of the unaudited monthly financial statements for July, 2015.

**Motion:** A motion was made by Ty McCutcheon, seconded by Cameron Jackson and unanimously carried to approve the unaudited monthly financial statements for July, 2015.

- ii. Review of the delinquency report.
  - a. The percentage of the budgeted assessment amount is 5.19% (\$273,947.12) delinquent. This is an increase of \$117,393.36 from the previous month due to third quarter assessments. The number of homeowners delinquent is 675 (17.32%). Of the homeowner's who are delinquent, 216 (32%) also belong to a sub-association. We continue to monitor all delinquencies and will keep the Board apprised.
  - b. The Management Company recommended two accounts written off to bad debt in the amount of \$1,595.42 due to foreclosure.
  - c. Management recommended two accounts in the amount of \$1,359.59 be turned over to the attorney for collections.

**Motion:** A motion was made by Cameron Jackson, seconded by Ty McCutcheon and unanimously carried to write off the recommended accounts to bad debt totaling \$1,595.42 and to send the recommended accounts to the attorney for collections in the amount of \$1,359.59.

Management Report – Cindy Spillane reported to the Board.

- i. Discussion was held regarding items on the Management Report.

**Old Business:**

Purchase of the Daybreak Community Center:

- i. Discussion was held regarding purchasing the Community Center and a portion of the adjacent land.
- ii. Discussion was held regarding building a pool on the adjacent land.

Fixed Asset and Capitalization Policy:

- i. Discussion was held regarding removing the sentence, “A group of like items, individually valued at less than \$5000.00 may qualify as a capital expenditure if the items are purchased together and their aggregate value meets the threshold outlined above”.

**Motion:** A motion was made by Ty McCutcheon, seconded by Rulon Dutson and unanimously carried to approve removing the sentence from the Policy.

2015 Reserve Study Update:

- i. Discussion was held regarding approving the 2015 reserve study update.

**Motion:** A motion was made by Ty McCutcheon, seconded by Rulon Dutson and unanimously carried to approve the 2015 reserve study update.

Board Candidate Interviews:

- i. Discussion was held regarding scheduling interviews of the candidates that applied for the 2016 open Board Member position.

**New Business:**

2015/2016 Insurance Renewal:

- i. Discussion was held regarding the initial bids received for the 2015/2016 insurance renewal. As bids are still being received, and the renewal date is 9/21/5, the final numbers will need to be sent to the Board for an email vote.

RV Lot Resurfacing:

- i. Discussion was held regarding the bids received to resurface the RV Lot.

**Motion:** A motion was made by Ty McCutcheon, seconded by Cameron Jackson and unanimously carried to award the contract to Holbrook Asphalt.

2015-2017 Audit and Tax CPA Firm:

- i. Discussion was held regarding the bids received for the 2015-2017 audit and tax preparation services.

**Motion:** A motion was made by Cameron Jackson, seconded by Rulon Dutson and unanimously carried to award the contract to Pinnock, Robbins, and Posey in the amount of \$9,750 for the annual audit and \$400 for the state and federal tax returns.

Landscape Contract Bids:

- i. Discussion was held regarding the bids received for the upcoming Landscape Contract renewal.

**Motion:** A motion was made by Cameron Jackson, seconded by Ty McCutcheon and unanimously carried to award the contract as follows:

- Paseos & Green Courts
  - Award a 3-year contract to Elite Grounds.
- Parks & Open Spaces
  - Award a 3-year contract to Aeroscape
- Garden Park Common Areas
  - Award a 3-year contract to LMS
- Medians & Park Strips
  - Award a 3-year contract to Kimball Property Maintenance

Home Business Application:

- i. Discussion was held regarding one home business application.
  - a. The Underground Art Lab, owned by Kimberly Quiroz, lot 8-266.

**Motion:** A motion was made by Cameron Jackson, seconded by Ty McCutcheon and unanimously carried to approve The Underground Art Lab.

**Open Forum:**


The residents in attendance addressed the Board with the following concerns.

- i. Brookside Park needing more trash cans or to be emptied more often
- ii. Sand on the sidewalks at Brookside Park raising concern of someone slipping
- iii. The water feature (the brook) at Brookside Park being turned off
- iv. The desire for the developer to create a dog park in the undeveloped area on Rubicon Road
- v. The need for a non-denominational church
- vi. The design of the Brookside Pool
- vii. The need to have an avenue to communicate with the developer
- viii. The desire for the developer to communicate what is progressing

**Adjourn:**

**Motion:** There being no further business, a motion was made by Cameron Jackson, seconded by Ty McCutcheon and unanimously carried to adjourn at 10:00 PM.

Approved and respectfully submitted by Ty McCutcheon, President, Daybreak Community Association.

  
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Ty McCutcheon, President

2-24-16  
Date