

**Minutes: Berford Place HOA**  
**Virtual Meeting Bit.ly/bphbudget1215**  
**Tuesday, December 15, 2020**

**In Attendance: See Attached**

- I. **Call to Order:** Brad Tippin called meeting to order at 7:00 p.m.
  
- II. **Determination of Quorum:** All Directors present. Brad Tippin, Fernando Santizo, Jeannette Fenton
  
- III. **Adherence to Meeting Notice Requirements:** Advance notice provided as required.
  
- IV. **Meeting Minutes:** J. Fenton motioned to waive meeting of prior budget meeting. Motion 2nd by B. Tippin, passed unanimously.
  
- V. **Manager's Report/Old Business CPDE:**
  - a. M. Castro provided a summary on ongoing items regarding:
    - i. Maintenance/ tree trimming and wall washing.
    - ii. Sidewalk Maintenance (trip & fall) responsibility of parties.
    - iii. Sidewalk Maintenance (cracks and upheavals) Manager to list and notify the County for maintenance.
    - iv. Architectural Approval. (Paint swatches and approval criteria) Continue to use paint palate provided until updates can be made.
    - v. Advised on status of 2020 budget income vs expenses.
  
- VI. **New Business - 2021 Budget:** Budget was presented. Changes proposed included elimination of early-pay discount. Late payment fee was proposed as found in the Berkford Place Declaration and Covenants, includes a 10% late charge.
  - a. **2021 Budget Approval:** J. Fenton moves to approve 2021 Budget with line item adjustments( changing legal and legal collections line items to \$500.00 per item. 2<sup>nd</sup> by B. Tippin. So moved.
  
- VII. **Adjournment:** There being no other business before the board B.Tippin motioned for adjournment. 2<sup>nd</sup> by F. Santizo. Motion carried. Meeting adjourned at 7:52 p.m. Nest meeting scheduled for 03/24/21

**Approved by:** \_\_\_\_\_ **title** \_\_\_\_\_ **Date** \_\_\_\_\_

Respectfully submitted. Mike Castro

**Manager's work plan:**

1. Identify and sidewalk irregularities, catalog and submit to County for repairs.
2. Continue with compliance reporting.
3. Make changes to budget and post on website.