

# EVERETTE ESTATES HOMEOWNERS' ASSOCIATION, INC.

## "VIRTUAL" BOARD OF DIRECTORS' MEETING

TUESDAY, JUNE 23, 2020

7:00PM TO 8:30PM

### PARTICIPANTS IN MS TEAMS VIRTUAL MEETING

**Board of Directors:** Crawford Jencks, President; Joanne Duncan, Treasurer; Brian Zdziebloski, Secretary

**Other HOA Members:** Nat McCague (ARC chair), Jarrod Schmidt, Bill Duncan, Helen Jencks

### MEETING NOTES

#### 1. Open Forum

##### a. Welcome

After welcoming all those participating, Crawford began with his status report.

##### b. President's Status Report

###### i. Smith Landscaping Contract

The 2-year contract began this past April. Crawford spoke to our contractor about the Stormwater Management facilities, which are to be cleaned-up twice per year. Smith said he'd be here next week (week of 6-29) weather permitting.

###### ii. Stormwater Management Facilities

The facilities were certified back in March by a professional engineering firm and found to be functioning as designed and constructed. The certification was sent to the county. There were some maintenance issues cited. One was cleaning the outflow areas of the basin; Nat and Jarrod have taken care of this. There were 2 other issues that didn't seem to have any bearing on the functioning of the basins. Crawford wants to discuss these with the county after some of their staffing issues have settled down.

###### iii. Nature Trails/Paths

The paths are very nice and the board is very grateful for the efforts of Nat McCague, Jarrod and Brooke Schmidt, and Charlie Bachini.

###### iv. Coyotes

Coyotes have not been a nuisance but have been seen multiple times in daylight hours on the Everett Court side. People should be aware of their presence in the common areas.

###### v. ARC survey-email

A spring survey was completed in April by the ARC. Subsequently, Crawford sent out a general email reminding neighbors to check for those typical issues (mailboxes, mildew, and lawns) that affect the roadside appeal of properties. Specific Issues with 2 properties were being discussed separately.

###### vi. Other administrative issues

For a small subdivision with limited resources, Crawford just wanted to remind everyone how important it is for ALL owners to do their part in protecting our investments in this community. For the most part, that is happening.

**c. Member suggestions/comments/questions**

None raised.

**2. Board of Directors Meeting**

**a. Come to Order/Introductory Comments**

Call to order for the meeting.

**b. Treasurer's Report**

- i. Joanne presented the summary statement—see attached
- ii. The 2020 assessments have all been collected; thanks and appreciation to all owners.

**c. Discussion and Action Items**

**i. Nature trail recognition and maintenance efforts**

- The Board recognized the efforts thus far and the continuing maintenance activity. Work is being done by members of our appointed Maintenance Committee.
- Nat also mentioned that he has constructed a couple of benches along the trails using wood from fallen trees.

**ii. New ARC member appointment**

Brandon Barber had previously expressed interest in being an ARC member and, thus, was appointed by the Board. Nat will follow up with him and make sure he's on board with scope and how things are done.

**iii. Deer stand disposition**

Jarod and Nat will remove and leave on the ground for now.

**iv. No trespassing signs**

- Brian will develop design and work with sign company for proposal for signs at each end of the trails.
- We decided to add signs in the woods at the property boundaries along the eastern edge of the common land. The signs would start from the existing No Trespassing signs at the beginning of the power company's easement and then to the Ni River—the purpose being to discourage hunters. Apparently there is evidence that people are hunting on abutting Stoneybrooke property. Brian will get some signs mounted (20 pcs) to plywood panels and deliver to Nat's house.

**v. Needed/desired maintenance—planned committee activity**

Crawford said that he will engage the Maintenance Committee in a month or so to help provide advice and priorities on needed maintenance activities for the fall season. Some suggestions already are (1) fence staining and repair and (2) seeding bare areas along Everette Court in front of Barnard's. Both can't be done this year with budgeted funds and there may other items that arise of more importance to discuss with the committee.

**vi. Stormwater Management Facilities follow-up and gate repair**

Brian expressed the ability to replace the gate on the basin fence at the end of Everette Court if someone gets the wood there. Crawford agreed that someone would get the wood there and Brian will build the new gate. As part of our Capital Reserve Study, funding is available.

**vii. Board-lawyer discussion**

The 3 Board members had the opportunity to discuss enforcement of our Protective Covenants and Rules in a telecom with our lawyer. (Telephone chats are part of our retainer agreement.) He recognized and agreed that a small subdivision with

limited resources faces significant challenges with enforcement. Without the cooperation of ALL neighbors, the cost of enforcement can adversely affect our finances. We discussed some specific examples that we are presently facing.

**d. ARC Report and Issues**

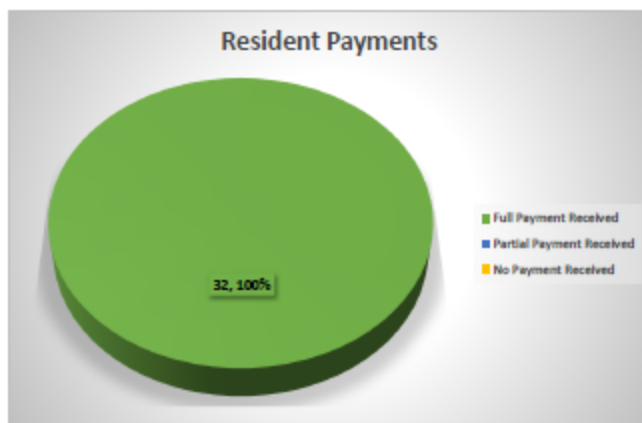
See attached ARC Report

**e. Adjournment**

**Submitted by:** Brian Zdziebloski and Crawford Jencks

Everette Estates Treasurer's Report			
23 June 2020			
<b>TOTAL REVENUE</b>		\$	26,400.34
2020 Assessment (Payment 1)	\$	13,550.00	
2020 Assessment (Payment 2)	\$	4,050.00	\$17,600.00
2019 Balance			\$8,800.34
	BUDGET	EXPENSES	TOTALS
<b><u>Maintenance</u></b>			
Lawn Maintenance	\$ 7,800.00	\$ 1,950.00	
Misc. Repairs	\$ 1,500.00	\$ 29.43	
<b><u>Stormwater Management Facilities</u></b>			
Inspection/Engineering Assessment	\$ 1,500.00	\$ 995.00	
Cleanup and Debris Removal	\$ 1,800.00		
Capital Reserve Study	\$ 675.00		
<b><u>Administration</u></b>			
Insurance (liability, O&D, & WC)	\$ 1,500.00	\$ 1,503.00	
State Registrations	\$ 45.00	\$ 35.00	
Accounting Fees	\$ -		
Legal Fees	\$ 1,200.00	\$ 800.00	
Office Adm.	\$ 250.00	\$ 143.88	
Capital Reserve Contribution	\$ 3,779.00	\$ 3,779.00	
<b>TOTAL BUDGET AND EXPENSES</b>	<b>\$ 20,049.00</b>	<b>\$ 9,235.31</b>	
<b>BALANCE</b>		<b>\$ 17,165.03</b>	

Capital Reserve Account			
2019 Balance		\$	16,831.35
Capital Reserve Contribution 5/31/2020		\$	3,779.00
Interest Earned	Jan - May 2020	\$	47.36
<b>Total</b>		<b>\$</b>	<b>20,657.71</b>



## The Everett Estates ARC report for June 23, 2020



The committee has 3 items to report for this meeting.

- 1) A homeowner on Everett Court wanted to install a new wooden fence around his backyard, and pave over the existing driveway and enlarge the existing small asphalt turnaround in his driveway.  
**The ARC visited the site with the owner, reviewed the 2 applications and approved them. A new application regarding color will be submitted for approval in Spring 2021 when the owner has the fence stained.**
- 2) An owner on Everett Court submitted an application for a new mailbox and post.  
**The application was reviewed and approved.**
- 3) A community wide protective covenants review will be conducted in the September 2020 time frame. An exact date TBD later.

The Architectural Review Committee members are Nat McCague, Pete Rossi and Brandon Barber. The email is [everettearc@gmail.com](mailto:everettearc@gmail.com)

We can be contacted by email with any questions you may have or for assistance with the ARC application form. The form can be downloaded from the HOA website.