

MINUTES OF FIRETHORNE HOA BOD MEETING

April 15, 2021

IN ATTENDANCE:

Jeff Miro

Tammy Harrison

Joe Campbell

Simon Kaye – Community Management Partners (“CMP”)

1. Homeowner Presentation of Sample Community Website
 - Board reviewed and asked questions (IE: cost, layout, administration, password protected members page) regarding the sample website.
2. Approval of Previous Meeting Minutes
 - PROPOSAL: to accept the minutes of December 18, 2020, February 24, 2021, March 3, 2021 and March 11, 2021 with one correction but otherwise as presented.
 - **VOTE PASSED**
3. Covenant Voting
 - PROPOSAL: to provide the suggested covenant changes from the community, including CMP and board comments, to the neighborhood for voting and have CMP manage the process.
 - CMP provided information to the board regarding the mailing process (each suggested change on a separate page), homeowner signing process (one vote per household, if two names on deed both must sign) and the percent needed to pass each one individually (20 homeowners).
 - **VOTE PASSED**
4. Approval of Privacy Policy
 - PROPOSAL: To accept the Privacy Policy as presented and provide to CMP to mail to all homeowners.
 - **VOTE PASSED**
5. Expectations
 - Board agreed that minutes should be sent for review within two weeks of the meeting.
 - Board discussed the Service Level Agreement on response times for CMP and agreed to provide the information to neighborhood in the newsletter.
 - Board agreed that no votes will be taken via email in order to give appropriate time for discussion.
 - Board agreed to review and bring back for discussion at the next meeting the process to present initiatives to the board.
6. Financial Update
 - It was indicated to the board that approximately \$13,000 was in the budget left to spend and the checkbook balance was approximately \$14,000 (through February month end).
 - Treasurer recommended \$850, earmarked to move into reserves from the budget, be moved into reserves immediately and the board agreed.
7. Insurance Discussion
 - Board discussed coverage provided by the HOA general liability policy and it was noted that accidental insurance may be needed for a cost of between \$250 and \$450.

- PROPOSAL: to obtain accidental insurance from Nationwide to cover volunteer work in neighborhood.
- **VOTE PASSED**

8. Deeding Common Property Discussion

- It was indicated to the board that the deed would be notarized within the week, which would complete the process.

9. Covenant Infractions

- CMP confirmed that a drive through of the community occurred, letters would be sent to homeowners for infractions noted and mentioned the detention pond would need to be cleaned.

10. Communication Discussion

- PROPOSAL: to provide a community website and create a steering committee for oversight.
- **VOTE PASSED**

11. Landscape Discussion

- Board was provided information regarding the proposed plan to have volunteers from the community cover items from the landscape contract, concern was noted regarding low number of volunteers but that the survey to the community for additional volunteers was not needed at this time.
- Board noted that weed and feed would need to be provided by a company and three bids would be provided to the board for review and decision.
- Board agreed that any savings would stay in the budget until the end of the year and then would be moved into the reserve fund if not needed.
- PROPOSAL: to immediately terminate the landscape contract with Burgess for just cause due to nonperformance.
- **VOTE PASSED**
- Board discussed recommendation to purchase bagged mulch and agreed due to the cost savings.

12. Social Committee Update

- Board was provided dates for upcoming social events:
 - September 25 – Community Garage Sale
 - June 11th or 12th – Summer Social

13. ARC Update

- PROPOSAL: to approve basketball goal variance as presented.
- **VOTE PASSED**
- NOTE: Variance will be provided to homeowner that sent a recent request in, and variance will be provided to homeowners with basketball goals to bring into compliance if applicable.

14. Community Transition Discussion (from 2020)

- Board reviewed status regarding the previous over payment of property taxes by the Developer. **ON HOLD DUE TO COVID BUT CONTINUING**

15. Action Items from Previous Meeting

- Follow up on sprinkler system damage by Spectrum **COMPLETED**
- Write and execute variance for violation fines **COMPLETED**
- Send annual meeting email to community **WILL ACCOMPLISH WITH NEWSLETTER**
- Write and execute variance for allowing vehicles in driveways for extended time with permission

- Provide additional research on website **COMPLETED DUE TO VOTE**
- Provide additional research and information on reduction of landscape cost **COMPLETED**
- Relay next steps to homeowner for the deeding of additional common property **COMPLETED**
- File Variance for Code of Conduct **COMPLETED**
- Create Privacy Policy for homeowners and mail to all homeowners **CREATION COMPLETED**
- Create Director/Board Member Qualifications list
- Formalize process to bring initiatives to the board **TABLED FOR DISCUSSION**
- Confirm increase of transfer fee to \$500 is included in covenant review document
- Review document tracking suggested covenant changes from community **COMPLETED**
- File covenant enforcement variance (fines) with county **COMPLETED**
- Include reminder of payment options in newsletter **COMPLETED**
- Relay website decision to homeowner that had expressed interest **COMPLETED**
- Create Survey Monkey to ask for committee volunteers (landscape, ARC, Social) **COMPLETED**
- Request copy of survey from homeowner to provide to the Board **COMPLETED**
- Follow up meeting with landscape committee and additional survey **COMPLETED**

16. Action Items

- Provide approved minutes to CMP to include on CMP website
- Provide list of covenant changes to CMP to format and mail to neighborhood for vote
- Provide Privacy Notice to CMP for mailing to homeowners
- Include Service Level Agreement information for CMP response times in newsletter
- Discuss at next meeting process to present initiatives to the board handout
- CMP to move \$850 into reserves per budget
- Confirm landscaper cost to cut detention ponds per contract due to refund received
- Create community website and Steering Committee for oversight
- Create guidelines for content oversight and website creation for community website
- Send community email with link to community website once complete
- Send community email periodically, three to four months, with link to remind of website updates
- Obtain accidental insurance through Nationwide
- Deed notarized for transfer of additional common property to homeowner
- Clean detention pond (dirt, trees, mowing)
- Provide three weed and feed bids to the board for review and decision
- CMP to send termination letter of the landscaping contract to Burgess