

MINUTES OF MEETING

MARCH 11, 2021

IN ATTENDANCE:

Jeff Miro

Tammy Harrison

Joe Campbell

Simon Kaye – Community Management Partners (“CMP”)

1. Point of Order Discussion

- Board discussed the process to bring initiatives to the board and will formalize at next board meeting.

2. Management Company Update

- CMP confirmed to the Board that a corporate seal is not needed for the HOA, and that the HOA common property does not have nor need title insurance, and that the mailbox property had been deeded via quit claim and that a \$200 transfer fee was being collected from new homeowners.

3. Covenant Discussion

- Board noted that the increase of the transfer fee to \$500 would be included in the covenant review document and the covenant enforcement variance (fines) would be filed with the county.

4. 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.

5. Proposals for Vote:

- Move the due date for HOA assessments to the middle of the year gradually
 - CMP confirmed multiple payment options were already available to homeowners (bill payment, PayPal, credit card) and that year end invoices would reflect any advance payments made.
 - NEW PROPOSAL: Continue allowing periodic payments to be made throughout the year
 - **VOTE PASSED**
 - Board noted a reminder of these payment options will be placed in the next newsletter
- To pursue a community website
 - Board noted additional discussion was desired although no additional information was available for review.
 - CMP requested the board determine the items to be placed on the website and gave the board examples.
 - Board noted guidelines for content oversight and website creation would need to be documented.
 - **VOTE DID NOT PASS**
 - Board noted this information would be relayed to homeowner who expressed interest
- Immediately increase board members to five
 - CMP indicated the neighborhood would need to approve the increase
 - **VOTE DID NOT PASS**
 - Amendment to Proposal to vote: Include in the annual meeting the vote to increase board members to five.
 - **VOTE PASSED**

- To reassign the President position, due to orders and resolutions of the Board not being carried out.
 - Board discussed Article VI, Section 3 in the Bylaws, regarding acts of the board. *“Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the board.”*
 - **VOTE PASSED**

6. Landscape Discussion

- Board discussed a Point of Order made regarding a proposal for a vote in the absence of a meeting.
- Board discussed Article IV, Section 5 in the Bylaws, regarding action taken without a meeting. *“The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining written approval of ALL the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.”* Written approval was not provided by all board members in the absence of a meeting and a meeting was requested.
- Board agreed to send a request for community committee volunteers via Survey Monkey (Landscape, ARC, Social).
- Board agreed to provide the proposal for a reduction of costs to the landscape committee for review, next steps may include a survey regarding volunteers.
- CMP reconfirmed to the Board that a new landscape contract was not necessary if the board previously agreed.

7. Deeding Common Property Discussion

- Board was provided an update regarding the survey the homeowner was in process of obtaining. **CONTINUING**

8. Covenant Infractions

- Board discussed reported infractions.
- CMP confirmed that if a complaint was received (with documentation), that the covenants would be followed to enforce the rules and regulations of the community and appropriate notification would be sent.

9. Communication Discussion

- Board agreed to provide a newsletter to the community around the end of March.

10. 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**

11. Action Items from Previous Meeting

- Follow up on sprinkler system damage by Spectrum
- 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 **CONTINUING**
- Relay next steps to homeowner for the deeding of additional common property **COMPLETED**
- File Variance for Code of Conduct
- Create Privacy Policy for homeowners and mail to all homeowners
- Create Director/Board Member Qualifications list

12. Action Items

- Formalize process to bring initiatives to the board
- Confirm increase of transfer fee to \$500 is included in covenant review document
- Review document tracking suggested covenant changes from community
- File covenant enforcement variance (fines) with county
- Include reminder of payment options in newsletter
- Relay website decision to homeowner that had expressed interest
- Create Survey Monkey to ask for committee volunteers (landscape, ARC, Social)
- Request copy of survey from homeowner to provide to the Board
- Follow up meeting with landscape committee and additional survey