

Meeting time

2026-03-29 21:07:06 (meeting recording timestamp)

Meeting location

Location not specified in the recording

Participants

Leslie (Treasurer), Dustin (Secretary), Amy (Past President), Brock (Board member), Justin (President) Carrie (legal/participant), Mike (candidate/board member), Kelly (candidate), Terry (candidate/elected at-large), Shannon (candidate/elected at-large), Shane (candidate), and multiple neighborhood homeowners and attendees who participated in discussion.

📅 Meeting agenda 1: Financial report and 2026 budget

💬 Meeting minute:

1. The Treasurer reported cash on hand across two bank accounts totaling ****\$34,156.19****. The Treasurer explained that dues were recently mailed and that incoming payments will increase balances; however, several amounts remain delinquent pending collections. The Treasurer also noted that the association typically carries two accounts — a main operating account and a smaller events/party account — and described the immediate liquidity position in relation to upcoming expenses.
2. Delinquent assessments currently total ****\$5,047.25****, and past collection work has recovered approximately ****\$13,000**** over the last year and a half. The Treasurer clarified that some homeowners are on a collections list and that the board has pursued collections when necessary, including limited attorney involvement when other remedies failed. The board emphasized the collection history to explain current outstanding balances and the impact on operating results.
3. The 2026 projected operating budget line items discussed included administration, copying/mailling, insurance, trash, water, electric, and grounds/fertilization. Grounds and fertilization were budgeted at ****\$24,500**** for the coming year, and the management/neighbor services fee was described as necessary for checks and balances and tax filings. The Treasurer stated the 2026 revenue target (annual assessments) as ****\$45,410.88**** and presented a projected 2026 budgeted operating total of approximately ****\$41,870.64****, explaining that the forecast yields a small projected surplus if all assessments are collected.
4. Board discussion highlighted a decline in reserves compared to previous years: two years ago the checking balance was about ****\$35,000–\$38,000****, and the current readily-spendable balance was described as approximately ****\$22,000–\$23,000****. The board characterized the association as operating near break-even and noted that recurring shortfalls of roughly ****\$4,000–\$5,000**** per year have drawn down reserves. Several attendees requested clarity about which balances are truly spendable versus restricted, and the Treasurer agreed to clarify spendable versus total cash in future communications.
5. The board presented and moved to approve the 2026 budget. The membership motion to approve was made and carried during the meeting after questions and discussion about revenue, delinquency, and major expense categories. The board confirmed the budget approval vote occurred at the meeting and will be implemented for the 2026 fiscal year.

● Conclusion:

1. The association reported total cash across two accounts of **\$34,156.19**, with an operating/spendable checking balance approximated at **\$22,000–\$23,000**, and delinquent assessments totaling **\$5,047.25**. The Treasurer summarized collection successes of approximately **\$13,000** recovered over the previous 18 months and framed current finances as strained relative to historical reserves. The board committed to improved reporting and transparency regarding spendable cash versus reserve targets.
2. The 2026 operating budget was approved as presented with projected revenue of **\$45,410.88** and projected operating expenses near **\$41,008.64**, leaving a narrow margin contingent on assessment collections. The board noted that the budget assumes continued contract pricing holds and acknowledged the risk of vendor price increases. The board instructed that budget monitoring and collection efforts remain priorities throughout the year.
3. The board acknowledged persistent structural pressures on reserves driven by recurring deficits and inflationary increases in service costs. As a result, the board agreed to solicit homeowner feedback on reserve targets and potential adjustments to the assessment rate before any change is finalized. Further discussion on reserve policy and potential assessment increases will be scheduled for follow-up meetings.

🌿 Meeting agenda 2: Grounds, landscaping contracts, and vendor bidding (lawn/spring/fertilization)

💬 Meeting minute:

1. Board members reviewed current landscape service pricing, the recent practice of awarding multi-year contracts, and the possibility of issuing an annual request for proposals (RFP). It was explained that current vendor pricing has been held steady by a longstanding contractor, but the board observed market quotes received from outside vendors were substantially higher in some cases. The board discussed the tradeoffs between multi-year pricing stability and periodic competitive bidding to ensure best value.
2. Several attendees recommended an annual RFP or soliciting multiple bids at least every other year to ensure competitive pricing and transparency. Board members described prior attempts to compare bids and noted that some vendors choose not to raise prices while others do, resulting in inconsistent year-over-year pricing. The board emphasized the need to develop a formal RFP process and to designate a board member or committee to manage solicitations and evaluate bids.
3. The Treasurer and attendees explained that grounds and maintenance are two of the association's largest recurring expenditures and that vendor cost increases of **10%–20%** would materially affect the budget and reserves. The discussion included examples of the financial impact of percentage increases on annual costs and the resultant pressure on operating margins. Board members agreed that proactive procurement planning is necessary to avoid unexpected budget shortfalls.

● Conclusion:

1. The board agreed to pursue a more formalized procurement approach for landscaping and spring services, including issuing competitive bids or RFPs on a more regular basis. A volunteer or committee will be assigned to manage the vendor solicitation process and to present comparative quotes to the board and community for transparency. The objective is to balance value with continuity of service and to reduce perception of favoritism.
2. The board recognized that vendor price inflation in the range of **10%–20%** would increase annual expenditures by multiple thousands of dollars and therefore recommended including potential increases in reserve planning. The board will incorporate anticipated vendor inflation assumptions into future budget projections to evaluate the need for assessment changes. Homeowner feedback will be requested before any dues increase is finalized.
3. No vendor contract changes were finalized at the meeting; the board will solicit additional bids and report back with recommended actions at a subsequent meeting. The board emphasized that any change of vendor or contract term will be communicated to the membership with supporting bid documentation prior to final decision. This approach is intended to improve transparency and homeowner confidence in procurement decisions.

🏠 Meeting agenda 3: Reserves, assessment level discussion, and potential dues increase

🗨️ Meeting minute:

1. The board described current reserve planning and solicited homeowner input on target reserve levels expressed as a percentage of one year's assessments. Discussion centered on options such as maintaining **50%** of one year's assessments in reserve, increasing to **75%**, or setting a lower minimum such as **\$10,000**. Board members explained that reserves have declined over time and that a defined reserve policy would enable more predictable budgeting and capital planning.
2. Multiple proposals for assessment increases were discussed: a percentage increase (for example **10%**), small fixed increases (for example adding **\$4** per household), or other alternatives. Homeowners voiced diverse perspectives: some advocated for a modest increase to replenish reserves proactively, while others urged caution given economic conditions for some residents. The board proposed preparing a homeowner survey with concrete options to secure homeowner feedback and to present ballot choices at a future meeting.
3. The Treasurer provided an example calculation showing that raising assessments by **10%** across approximately **100** households would add roughly **\$3,200–\$4,000** annually to revenue, which would materially help rebuild reserves. Board members noted that assessments historically have been low (one speaker referenced the longstanding assessment of **\$25** annually) and that even modest increases could materially improve financial stability. Attendees asked for clear, comparative scenarios showing reserve trajectory under each assessment option before any vote.


🟢 Conclusion:

1. No assessment change was adopted at this meeting. Instead, the board concluded to gather homeowner feedback via a survey containing several defined options (for example, **5%**, **10%**, and specific fixed-dollar alternatives) and to hold a follow-up meeting to present

compiled results. The board committed to prepare clear financial scenarios showing the reserve impact of each option to enable informed homeowner voting.

2. The board affirmed the need to define a formal reserve policy (for example ****50%**** of annual assessments or an alternative threshold) and to incorporate that policy into budgeting. A decision on the reserve target will be made after homeowner input is collected and financial scenarios are presented. The board acknowledged that establishing a reserve target is a prerequisite to recommending any assessment changes.

3. The board directed that an official homeowner ballot with multiple options be prepared and that the survey results inform the language placed before members for a formal vote. The board also agreed to discuss implementation timing and whether any approved increase would take effect for the next assessment cycle. The process was described as deliberate and intended to provide homeowners a choice rather than an automatic unilateral increase.

 Meeting agenda 4: Board member introductions and election results

 Meeting minute:

1. The board introduced current board members and clarified roles, noting the board comprises seven members and that several positions were up for election. Each candidate present provided a brief statement of interest and relevant experience. The board reiterated that board roles are volunteer positions and that elections use member votes cast during the annual meeting.

2. Voting took place for three at-large seats and for the vice president role. Multiple candidates addressed attendees and answered questions about transparency, covenant enforcement, and neighborhood improvements. The meeting included an open nomination and hand-raise voting process with counts taken by the board president and secretary.

3. Vote results were announced in sequence after counting the raised-hand tallies. The board announced that the at-large positions were filled based on the majority tallies from attendees who voted in person. Newly elected members provided brief remarks and accepted their roles.

 Conclusion:

1. The Vice President position was filled by Brock Garrison (Brock to serve as Vice President). The board confirmed Brock's acceptance and welcomed him into the officer role. The change in officer composition will be reflected in official records and communications.

2. The three at-large board seats were filled by the candidates receiving the largest vote counts: Terry (first at-large), Mike Woolfe (second at-large), and Shannon Hughes (third at-large). Each of the newly elected at-large members accepted the seat and will be added to board member communications and meeting responsibilities. The board emphasized that all members, new and continuing, will work toward improving transparency and communication.

3. The board confirmed discussed terms (as currently implemented) and discussed staggered-term concepts as a possible bylaw discussion item for future amendments. The board encouraged additional homeowner involvement and noted upcoming opportunities for committee participation, particularly for architectural review duties and procurement tasks.

🏠 Meeting agenda 5: Proposed covenant/bylaw amendments — fencing, parking, and architectural variances

💬 Meeting minute:

1. Amendment proposal #1 addressed fence height and materials. The proposed language would clarify allowable fence heights measured from ground level (the working draft referenced **7 feet** and discussion included the possibility of **8 feet**) and would explicitly permit black vinyl chain-link fencing in certain contexts. Several homeowners raised material, aesthetic, and supply considerations (e.g., standard fence panel sizes of **6** or **8** feet) and requested more precise language on street-facing versus rear-yard locations.
2. Amendment proposal #2 addressed parking restrictions and the phrase “overnight or prolonged parking.” The board discussed practical enforcement criteria and suggested alternatives, including a **24-hour** continuous-stay threshold or a “habitual parking” definition based on repeated nightly occurrences in the same location. Attendees emphasized the need to balance emergency access and neighborhood aesthetics with legitimate temporary parking needs such as holiday gatherings or short-term guests, and the board agreed language should include an exception process for temporary events.
3. Amendment proposal #3 addressed architectural process and variances. The draft amendment would explicitly empower the association to grant reasonable variances and authorize delegation of variance review to an architectural committee. The board explained that certain existing declaration provisions require unanimous homeowner approval to change and that this amendment seeks to provide administrative flexibility to grant consistent, documented variances without requiring a full amendment that would be practically impossible to obtain.

● Conclusion:

1. No covenant or bylaw amendments were adopted at this meeting. The board elected to gather homeowner feedback and further refine amendment language before balloting. The board committed to holding at least two additional meetings dedicated to review and to circulate revised amendment language and visual examples (e.g., fence photos and specification samples) prior to formal voting.
2. For fencing, the board will solicit homeowner input on height (options included **7 feet** vs **8 feet**), permitted materials (discussion included permitting black vinyl chain-link in defined contexts), and a clear delineation between street-facing and rear-yard standards. The board will prepare illustrative examples of fence styles and dimensions to accompany the amendment language in the next mailing so homeowners can make informed decisions.
3. For parking, the board will refine enforcement language to define measurable triggers (for example **24-hour continuous** presence or repeated nightly use constituting “habitual” parking), and will draft a temporary exception process (board approval) to accommodate short-term events. For architectural variances, the board will prepare draft governance language that documents variance requests and approvals and will propose an architectural committee structure to ensure consistent application of standards and avoid perceived cherry-picking.

🏠 Meeting agenda 6: Home-based business complaints and enforcement

💬 Meeting minute:

1. The board reviewed three recent complaints regarding alleged home-based business activity. Each complaint was assessed relative to the covenants and the specific facts: one complaint involved active on-site commercial operations with customer traffic; another concerned delivery/collection activity tied to a home but with business activity conducted off-site; and a third involved employees or vehicles periodically parking at a residence. The board recounted the investigative steps taken, including homeowner outreach and requests for remediation.
2. For the complaint involving active on-site commercial activity, the board indicated a higher level of concern because of recurring customer visits and visible operational impact on the neighborhood. For the complaint involving deliveries only (product delivered to the home and then removed), the board characterized the activity as a lesser concern while continuing to monitor for escalation. Board members emphasized the need for written complaints with name/address to enable formal review and record-keeping.
3. The board noted that enforcement decisions were made by examining whether business activity constituted “operating a commercial enterprise” at a residence under governing documents. In certain instances, remediation steps were negotiated with homeowners (for example, relocating inventory or limiting on-site customer visits). The board also recognized that clearer covenant language and a formal complaint/variance procedure would help standardize outcomes and reduce perceptions of inconsistent enforcement.

● Conclusion:

1. The board concluded that each complaint would continue to be evaluated on its facts with formal written notification provided to the homeowner as appropriate. For matters judged to be bona fide commercial operations at a residence, the board will pursue remediation consistent with covenants, including follow-up actions if compliance is not achieved. For lower-impact cases (deliveries or occasional parking), the board will monitor and request reasonable adjustments that minimize neighborhood disruption.
2. The board recommended adding specific language to the rules or amendments clarifying the threshold at which home activity constitutes a prohibited commercial operation versus permissible incidental activity. This clarification will be included in upcoming amendment language and homeowner communications to improve predictability and compliance. The board encouraged homeowners to submit complaints with identifying information to ensure timely and appropriate follow-up.
3. The board reiterated that the general enforcement approach aims to be neighborly while protecting property values and community standards; discretion will be exercised with documentation and consistent record-keeping. The central association email has been established to ensure complaint continuity and to keep a durable record accessible by the board. The board advised homeowners to use the centralized email address for complaints and architectural requests going forward.

✓ Action Items

1. Prepare and distribute a homeowner survey on assessment increase options and reserve targets. The survey will include multiple choices (for example **5%**, **10%**, and fixed-dollar alternatives) and will present clear financial scenarios showing projected reserve balances

under each option. The board will compile responses and present results at a follow-up meeting prior to any formal ballot.

2. Refine draft amendment language for fencing, parking, and architectural variances and circulate revised drafts with visual examples. The board will schedule two additional dedicated meetings for bylaws/amendments review, solicit homeowner feedback, and coordinate with Carrie (legal participant) to ensure enforceable and clear language. The board will provide homeowners with example photos/specifications (e.g., fence styles and typical fence panel heights of ****6**** or ****8**** feet) to assist decision-making.

3. Establish a formal vendor RFP process for landscape/grounds services and assign a board member or committee to manage solicitations. The assigned party will obtain multiple comparative quotes, document bid evaluations, and present recommendations to the board and homeowners for transparency before contract awards or renewals. The objective is to balance cost containment with service continuity and avoid perceived favoritism.

4. Clarify and publish a reserve policy target (options to be informed by homeowner survey) and provide a clear accounting report showing total cash versus spendable/checking balance. The Treasurer will prepare a follow-up cash-position report that distinguishes total bank balances from spendable operating funds and designates any amounts held for specific purposes. This report will be provided with the homeowner survey and in the next board communication.

5. Document and standardize the complaint intake and enforcement workflow for home-based business issues and parking complaints. The board will require written complaint submissions to the centralized association email, maintain records of inspections and communications, and apply consistent criteria (including the refined parking definition such as ****24-hour**** continuous stay or habitual nightly presence) before issuing enforcement notices. The board will update homeowners on the process once finalized.

6. Finalize and file meeting minutes, update the association centralized email and records repository, and ensure newly elected board members are added to official communications and access. Dustin (Secretary) will circulate drafted minutes and a summary of decisions and action assignments to the board and homeowners. The board committed to increasing transparency by maintaining centralized records and ensuring mailings/ballots are distributed according to governance requirements.