

## MINUTES OF FIRETHORNE HOA BOD MEETING

JUNE 17, 2021

### IN ATTENDANCE:

Jeff Miro

Tammy Harrison

Joe Campbell

#### 1. Approval of Previous Meeting Minutes

- Board discussed a change requested in regards to obtaining insurance to cover volunteer work in the community.
- Board agreed to request information in writing from Nationwide and CAIS (Community Management Property suggestion) in order to clarify the need for additional insurance.

#### 2. Covenant Voting

- Board was informed that the vote on HOA covenant changes would be mailed around July 1, 2021.

#### 3. Approval of Privacy Policy

- Board was informed that the privacy policy would be included in the covenant changes vote which will be mailed around July 1, 2021.

#### 4. Expectations: Presenting Initiatives to Board

- PROPOSAL: To accept the process for presenting initiatives to the board.
- **VOTE PASSED**

#### 5. Financial Update

- Board was informed that approximately \$12,000 was in the budget left to spend and that checking balance was approximately \$12,000 (through May month end).
- Treasurer indicated that the \$850 earmarked to move into reserves from the budget had not be moved yet.

#### 6. Insurance Discussion

- See above under Minutes

#### 7. Deeding common property to homeowner

- Board was informed that the property previously discussed and approved to be deeded to the homeowner has been completed.

#### 8. Covenant Infractions

- Board discussed reported infractions.

#### 9. Communication Discussion

- Board was provided a list of items to review from the homeowner spearheading the website creation.
- Board agreed to review all items with the homeowner one on one.

#### 10. Landscape Discussion

- Board was informed that the landscape contract was terminated on June 15, 2021.
- Board was informed that three estimates still had not been received on the weed and feed.
- Board agreed to allow volunteers to provide the fertilization for the turf area.

- Board would confirm that the volunteers from the landscape committee would begin the landscape coverage and understood the areas to cover.

#### 11. Social Committee

- Board was informed that that new date for the Sno-cone truck is in the process of being confirmed, but that the request would be for July 15, 2021 with a rain date of July 21, 2021.

#### 12. ARC Update

- There were no ARC updates provided to the board.

#### 13. 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**

#### 14. Action Items from Previous Meeting(s)

- Send annual meeting email to community **COMPLETED**
- Write and execute variance for allowing vehicles in road for extended time with permission **RESEARCHING**
- Provide additional research and information on reduction of landscape cost **CONTINUING**
- Create Privacy Policy for homeowners and mail to all homeowners **COMPLETED**
- Formalize process to bring initiatives to the board **COMPLETED**
- Confirm increase of transfer fee to \$500 is included in covenant review document **COMPLETED**
- Include reminder of payment options in newsletter **INCLUDE IN NEXT NEWSLETTER**
- Follow up with landscape committee, survey **COMPLETED**
- Provide approved minutes to CMP to include on CMP website **COMPLETED**
- Provide list of covenant changes to CMP to format and mail to neighborhood for vote **COMPLETED**
- Provide Privacy Notice to CMP for mailing to homeowners **COMPLETED**
- Include Service Level Agreement information for CMP response times in newsletter **COMPLETED**
- CMP to move \$850 into reserves per budget
- Confirm landscaper cost to cut detention ponds per contract due to refund received **COMPLETED**
- 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 **CORRECTION**
- Deed notarized for transfer of additional common property to homeowner **COMPLETED**
- 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 **COMPLETED**

#### 15. Action Items from Current Meeting

- Obtain need (or not) for volunteer insurance coverage from Nationwide and CAIS in writing.

## **Process to Present Initiatives at Board Meetings**

### **1) Initiative recommendation is made**

- a. Preliminary Discussion** (including, but not limited to)
  - i. General Concept/Idea
  - ii. General Plan for collection of information/documentation
  - iii. Questions
  - iv. Specific requests for information
  - v. Recommendations of resources
  - vi. Indication from other members on how they can assist/do research
  - vii. Concerns
- b. Vote to pursue initiative recommendation**
  - i. Includes specific approval for vendor contact (or not)
  - ii. Includes specific approval on requesting homeowner help (or not)

### **2) Presentation of information (next board meeting)**

- a. All supporting documentation must be presented in writing**
  - i. Comparison charts
  - ii. Costs
  - iii. Bids
  - iv. Samples
  - v. Plans
- b. Discussion/Questions regarding presented information**
- c. Requests for additional information (gaps or new lines of thinking)**
  - i. Presented in following board meeting

### **3) Vote on initiative recommendation**

- a. Call for vote by asking each member if they have enough information to vote**
  - i. Response: Not enough information
    - 1. Request for additional information made
    - 2. Vote is tabled
  - ii. Response: Enough Information
    - 1. Vote is taken

NOTE: Initiative decision making needs to be given the appropriate time for discussion and should take as many board meetings as necessary for the board to have all the information needed to make the decision. Research should be supported by accurate and complete documentation.