

# MINUTES SUBJECT TO NEXT BOARD MEETING APPROVAL

*Date:* November 21, 2019

*Place:* Parker Senior Center

*Attendees:* President –Charlie Caudill–Present  
Vice President– Debbie Miller – Present  
Treasurer – Lowell Willock – Present  
Member – Joe Derdul – Present  
Secretary – Pat Ross - Present  
Financial/Investment Advisor – Jim Whitis – Present Via Phone.  
Community Manager – Laura Williams –Present

## **Minutes of Town and Country Village Homeowners Association, Inc.**

### **1. Call to Order.**

Meeting called to order at 6:09 PM by Charlie Caudill and Board went directly into Executive Session to discuss employee matters. The Board resumed open portion of Board meeting at 6.56 PM.

### **2. Approval of Minutes.**

The minutes from the October 17, 2019 were approved by the Board members.

### **3. Vendor Discussion.**

James with Perennial Landscape was in attendance. He answered questions about use of a snow blower vs hand shoveling.

### **4. Financial.**

Lowell Willock opened the meeting with our latest financial status. Financial Status is good. Late payments are down, and we also have \$10,000 less in unpaid dues for October and November 2019. Discussion with Jim Whitis via phone regarding return on investments. Lowell Willock will follow up with Jim Whitis for further discussions.

### **5. Homeowners Correspondence.**

**A. Squirrels in Attic** - Victorian Way Homeowner requested HOA help pay for cost of electrician. Squirrels entered attic through hole and ate through electrical wiring. Board will review and decision will be forwarded to homeowner.

**B. AW Windows** - Homeowner attended board meeting to re-request approval for slider already installed. The decision was upheld as previously stated and advised contractor must replace with the approved style.

**C. Violation Notice for Trellis** - New homeowner received violation for trellis on fence. Trellis belonged to prior owner and will be taken down.

### **6. Old Business.**

**A. RW Traffic Committee** - Laura recently received a bid to install drainage dips to help with the drainage issue along RW. Tabled for December Board Meeting Approval.

**B. Laura's Contract** – Tabled

**C. Manager's Report** – Laura presented the manager's status report to the Board.

- D. **SW / BF Walls** – After reviewing outside bids, work will be done in house by Ismael and Integrity Home Improvement. Total Cost estimated at \$30,000.
- E. **Concrete Work** – All concrete work completed in original project.
- C. **Camera Request** – More information was received as requested including pictures of the new mounting. Board Approved with minor changes including painting to match building color. Laura will send confirmation to Homeowner.
- D. **Audit & Tax Return Preparation** – A new CPA firm was hired for audit and tax prep. Engagement letter was presented and signed for work to begin.
- E. **VW Squirrel Issue** – Homeowner discussed with board in Homeowner communication. Requested a timeline from Ismael regarding work done.
- F. **Office Safe** – Laura was given the approval to find a safe and get it installed with a \$300 limit for completion.
- G. **VW Camera Request** – After explanation from homeowner, request was approved with the caveat to paint the conduit to match building.

## 7. New Business.

- A. **Reserve Study** – Benefits of having a Reserve Study completed at Town & Country Village to help plan financially for major repair, replacement or restoration projects over a long period of time. Bids and information packets received by the Board Members to review prior to next board meeting.
- B. **Step/Stoop Snow Removal Rule** – Letters were received from concerned homeowners after the recent snowstorm stating steps/stoops were not cleared. The current CC&Rs state the homeowners/residents are responsible for snow removal from their driveways, front steps/stoops and private porches. (Article 8, Section 8.1e and Section 8).
- C. **Suggested “Snow Rule”** – After a brief conversation, this rule change was tabled.
- D. **Utility Stanchions** – The utility stanchions throughout Town & Country Village need updating/repaired. Laura has spoken with CenturyLink & Comcast will also follow up IREA for resolution.
- E. **Pool Gate Lock** – Researching different locks and means of access to the pool area. Looking at possible codes or key cards. Ongoing discussion to be completed by May 2020.
- F. **Violation for placement of Flag Holder** – Longs Way Homeowner requested consideration of location of Flag Holder. The flag holder was attached to the outside of the fence and the board decided it can be attached to the fence on the inside plane of fence. The Board prefers nothing be attached to the outside of the fence.
- G. **New Computers in HOA Office** – Proposal for updating office network and adding an additional computer. Laura said this will allow other admin staff to complete their daily workload. The board voted to approve.
- H. **AW197XX Late Waiver Request** – Homeowner presented a written request for waiver of late fee and Board approved waiver of ONE late fee.

## 8. Suggestions for Future Business.

- No suggestions

The next open Board meeting will be January 16, 2020, at 7PM at the Parker Senior Center.

Meeting adjourned at 9:00 P.M by Charlie Caudill.