

PRELIMINARY MINUTES

SUBJECT TO NEXT BOARD MEETING APPROVAL

BOARD OF DIRECTORS MEETING

October 19, 2023

Location: 2nd Floor Conference Room of Parker Station

Attendees: President – Ty Pippin -- Present

Vice President – Patricia Ross -- Present

Treasurer – Lowell Willock -- Present

Secretary – Susan Caudill – Not Present

Member at Large – Fred McCarthy – Not Present

Community Manager – Laura Williams – Present

I. CALL TO ORDER

6:29 pm

II. GENERAL SESSION (BOARD Q & A)

III. APPROVAL OF MINUTES

Patricia moved to accept the minutes as presented from the September 21, 2023, meeting. Lowell seconded. The vote was unanimously approved.

IV. FINANCIAL REPORT given by Lowell Willock

- Balance Sheet
- Profit & Loss Budget vs. Actual
- Income/Expense Summary (as of September 2023)

V. HOMEOWNER COMMUNICATION

FW Homeowner stated he previously received a notice that his building had high water usage. He checked his unit and found no leaks. He did note that behind his unit, outside the fence, the ground appears to be soggy. He also stated he received a notice about his tree and will have it removed and will repair the fence. He was informed the HOA must make all repairs then bill the homeowner.

RW Homeowner stated she received a water letter and contracted a plumber to check her unit for leaks and none were found. The Board thanked her for her attention to this matter.

VI. COMMITTEE REPORTS

- a. **Water Committee** – Laura will follow up on water usage for RW building.
- b. **Paint Committee** – Final punch list for Phase 1 was completed. Phase 2 was running on time.

VII. MANAGER’S REPORT was presented by Laura Williams

VIII. OLD BUSINESS

- a. **Mainstreet Sidewalk** – The Mainstreet walk, and landscape project was completed and looks amazing. The 3 buildings facing Mainstreet were also painted with new paint. The picture as a whole looks beautiful. There is a huge concern regarding the power box placed in the center of the yard in front of the middle building. Laura will go back to the Town of Parker to set up a meeting with Patricia, Laura, and the project management team with the Town of Parker.
- b. **Concrete Replacement** – Laura presented a concrete bid split between the walks and the driveways. The board reviewed both. They tabled the walks for now and approved the replacement of drives at BW19925 and RW19837. Laura noted that there would be an increase in the cost due to short load costs.
- c. **E-Unify** – The new homeowner portal is up and running. Currently homeowners are not able to make payments on the portal. The Board has a separate portal to approve bills, receive reports, complete with a discussion board. Laura requested the Board start reviewing bills for the approval process.
- d. **CORE Electric** – Lowell asked Laura to contact CORE to find out if meters used solely for sprinkler clocks can be pulled over the winter and reinstalled in the spring.
- e. **Paint Project** – Phase 2 of our painting project is approximately 80% complete with regard to carpentry and approximately 50% complete for paint and fences.
- f. **2023 Audit** – Lowell presented a proposal from James Moore & Associates to complete our audit. He recommended this firm complete the audit and we continue with Zaffore CPA’s for the tax return after the audit. Lowell made a motion to move forward with the audit proposal and Zaffore will process the tax return upon completion of the audit, Patricia seconded the motion, and the vote was unanimously approved.
- g. **Policies of the Board** – Lowell presented a motion to establish a Book of Policies for operational purposes of the HOA. Patricia seconded the motion, and the motion was approved unanimously. Lowell then presented policies as follows:
 - Establish Pay Periods and Pay DaysMotion made by Lowell, seconded by Patricia, unanimously approved.

- Establish a Sick Leave Policy
Motion made by Lowell, seconded by Patricia, unanimously approved.
- Establish Payment Dates
Motion made by Lowell, seconded by Patricia, unanimously approved.

h. Savings Account – Laura reported the savings account has been closed.

IX. NEW BUSINESS

- a. SC20046** – The Board discussed the police activity at this address and the resulting conversation with our legal counsel.
- b. FLOCK Traffic Camera** – Lowell shared with the Board the intent of the Town of Parker to install traffic monitoring cameras. The Board discussed the concern that placement of these cameras will drive traffic to the interior of our community to avoid detection. Lowell will follow up with the Town of Parker at the request of the board.
- c. AXOS Bank** – Laura contacted another bank that works in conjunction with e-Unity and presented the fees to the Board. We will continue to pursue options for better payment integration.

X. SUGGESTIONS FOR FUTURE BUSINESS

XI. SET NEXT MEETING DATE, TIME, PLACE

The next Board meeting will be held on Thursday, November 16, 2023, at 6 pm and will be held at Parker Station and on Zoom. If you want to attend in person, seating is VERY limited.

XII. ADJOURNMENT

8:53 pm

Lowell motioned to adjourn; Patricia seconded. The vote was unanimously approved.