

PRELIMINARY MINUTES

SUBJECT TO NEXT BOARD MEETING APPROVAL

BOARD OF DIRECTORS MEETING

Thursday, January 18, 2024

Location: 3rd Floor Conference Room of Parker Station

Attendees: President – Ty Pippin -- Present

Vice President – Patricia Ross -- Present

Treasurer – Lowell Willock -- Present

Secretary – Susan Caudill -- Present

Member at Large – Fred McCarthy -- Present

Community Manager – Laura Williams -- Present

I. CALL TO ORDER

6:03 PM

II. GENERAL SESSION (BOARD Q & A)

III. APPROVAL OF MINUTES

Fred moved to accept the minutes as presented from the December 13, 2023 meeting. Patricia seconded and the vote was unanimously approved.

IV. FINANCIAL REPORT given by Lowell Willock

V. HOMEOWNER COMMUNICATION

A homeowner on Rosewood expressed concern over the amount of dog waste not picked up. She inquired if more bags or bag stations were needed.

A homeowner on Applewood expressed concern that her outdoor storage closet/shed was coming away from the building structure. She was advised that since her storage closet/shed was sitting on her concrete patio, it was therefore her responsibility to repair. Lowell advised that he would look at the storage closet/shed and concrete patio and report back to the Board and homeowner.

VI. COMMITTEE REPORTS

- a. **Painting** – Laura presented the final costs for Phases 1 & 2. Also presented were proposals from CertaPro for Phases 3 & 4. These proposals are for labor and supplies, with the exception of paint and carpentry.

- b. **Water** – Due to the continued high-water usage at 19803-19815 Rosewood, Laura will send out certified letters to the homeowners regarding the high usage and cost.

VII. MANAGER’S REPORT was presented by Laura Williams.

Regarding the open invoice for two driveway replacements, it was noted that the contractor charged different costs per square foot per driveway. Fred reported that the contractor advised him that the charge for short load (\$1,000) was for “mobilization” due to only doing two of seven driveways that the contractor originally quoted. Fred made a motion to pay the invoice, minus the \$1,000 short load charge. Susan seconded. The vote was unanimously approved.

Laura added that Ismael will be billing his time to the boring company that broke a water line creating issues for 20025-20039 Briarwood.

Our new towing company, Elite Towing, will remove the old towing company signage at no charge when they install their signage.

VIII. OLD BUSINESS

- a. **Concrete Replacement** – This was covered under the Manager’s Report.
- b. **E-Unify** – This was covered under Manager’s Report.
- c. **Paint Project** – This was covered under Committee Reports.
- d. **2023 Audit** – Patricia will check out her resource book for auditors and pass the information on to Lowell.
- e. **Policies of the Board** – Laura presented a preliminary snow removal policy to the Board for review and modification.

IX. NEW BUSINESS

- a. **Homeowner Letter** – In regard to the letter to all homeowners asking for help with cutting back expenses, it was decided to remove one sentence before sending out. The letter will go out immediately via email blast, followed up with hard copies via US Mail.
- b. **Finances/Special Assessment Meeting** – It was decided to meet on Wednesday, January 31, 2024 at 4 pm to discuss and/or finalize a special assessment.
- c. **Attorney Letter** – Ty will advise our attorney to send out the letter to the homeowner in question.

X. EXECUTIVE SESSION

7:44 PM

A motion was made by Fred to go into Executive Session for an employee contract discussion. The motion was seconded by Susan and the vote was unanimously approved.

At 9:05 pm Fred made a motion to close the executive session and resume the general session. Lowell seconded and the motion was unanimously approved.

XI. SUGGESTIONS FOR FUTURE BUSINESS

XII. SET NEXT MEETING DATE, TIME, PLACE

The next Board meeting will be held on Tuesday, January 31, 2024, at 4 pm and will be held at Parker Station, as well as on Zoom.

XIII. ADJOURNMENT

9:05 pm

Patricia made a motion to adjourn the meeting, Susan seconded. The vote was unanimously approved.