

PRELIMINARY MINUTES
SUBJECT TO NEXT BOARD MEETING APPROVAL

Date: JANUARY 21ST, 2021

Place: ZOOM VIDEO CONFERENCE

Attendees: President –Joe Derdul– Present
Vice President– Debbie Miller – Present
Treasurer – Lowell Willock – Present
Secretary – Pat Ross – Present
Member – Rebecca MacLean – Present (*through 7:19pm*)
Community Manager – Laura Williams – Present

Minutes of Town and Country Village Homeowners Association, Inc.

1. Call to Order-

Meeting called to order at 6.00 PM by Joe Derdul went straight into executive session to discuss Collection Policy. Closed executive session at 6:45 pm. The Open Session called to order at 7:03 pm.

2. Approval of Minutes -

The minutes from the December 17, 2020 Board Meeting were approved by four Board Members with a correction - Joe, Lowell, Pat, Rebecca (Debbie was not in attendance for the December meeting so abstained from the vote).

3. Vendor Reports - No Vendor Reports were presented.

4. Financial-

Lowell Willock went over the monthly financial report for December 2020.

- **Financial Report** – Updated outstanding A/R To date
- **Average Home Sales** - Lowell stated the average home sale in Town & Country Village is \$300,000.

5. Homeowners Communication –

- **Charlie Caudell** - Was presented with a plaque from Town & Country Village as a Thank You for his years of service. Plaque was presented to Charlie during the Zoom session by Susan Caudell.
- **BF Resident** – Had a question about possible ice buildup in her parking space.

6. Manager Report-

- Foxwood Wall – Missing a railing. Replace after welding - Done.
- Foxwood check returned to mortgage company - Complete.
- 2019 Taxes – Draft Complete
- Foxwood Burn Unit - Paint bill collected. -Paid in full.
- Bayfield Way Shed finished, steps approved, and unit is under contract.
- Bank mailing issue ongoing however we have seen improvement.
- Warranty work on paint touch up (ongoing pending weather).
- Working with Attorney to develop an up to date & corrected maintenance chart with ARC guidelines. (There are still a couple of errors we are working on).

- Utility Stanchions (Century Link, Comcast, IREA) – still an ongoing project.
- Briarwood Ct Walls – Contingent on Funds as they are part of the driveway fund.
- Driveway replacement list – Contingent on conditions of driveways. \$20,000 available per year.

Proposed or tabled work

- Statements/Invoices Revised
- New accounting program
- 'Dog DNA' research
- Pool gate lock
- Mass Texting program
- Summerset Court Wall Bids (must be engineered, possible use of tiers)
- Bayfield Way rear wall
- Rosewood Drainage Ditch (On Hold)

7. Old Business-

- A. Tax Preparation** – Discussed in Manager's Report
- B. New Insurance Quotes** – No updates currently
- C. Current Leasing Policy** – No updates
- D. Employee Appreciation** – Gift Cards approved instead of lunch due to Covid19
- E. Kiosks** – Ongoing project
- F. Emergency Preparedness Plan** – Ongoing Project
- G. 2021 Budget (March 2021 to start)** – Information needs to be submitted by March 1st

8. New Business-

- A. Collection Policy** – Lowell proposed we return to the Collection Policy as written. It was modified in December 2020 due to the mailing issue due to lockbox address change. The return to our Collection Policy was approved by the four board members in attendance - Joe, Debbie, Lowell, and Pat.
- B. Covenant & Rule Enforcement Policy** – A motion was presented to follow the Rule Enforcement Policy. A courtesy letter is to be sent and if item is not resolved or HOA office not contacted, that will be followed by violation letter. If not resolved, a \$50 fine will be issued and will be followed by a \$25 daily fine if issue remains uncorrected. Although it was split vote, the policy was adopted by a majority vote. Joe, Lowell, and Pat (Debbie Abstained, Rebecca not in attendance)
- C. Small Walls on Foxwood and Summerset Ln** – Four Board members in attendance voted to proceed. Joe, Debbie, Lowell, and Pat.

Suggestions for Future Business-

- Installing Cameras around Town & Country Village.
- Completion of Slip and Fall Court Proceeding.
- Insurance Apportionment
- Explore Management Companies

Board Meeting Adjourned at 7:52PM.

The next Board Meeting will be February 18, 2021 at 6pm with the open session beginning at 7pm.

Due to the Corona Virus Concerns and the safety of everyone the monthly meetings are currently being held via ZOOM video Conferencing.