

**AMENDED MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, January 31, 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**

**4:05 PM**

**II. GENERAL SESSION (BOARD Q & A)**

**III. APPROVAL OF MINUTES**

The January 18, 2024 minutes will be reviewed and approved at the February 15, 2024 meeting.

**IV. NEW BUSINESS**

- a. 10754 Foxwood** – The reported roof leak was due to the siding in a “once in a lifetime” storm event. An inspection report by North-West Roofing recommended that a vapor barrier (Tyvek) be placed under the siding, as well as have a new vent installed.

The Board discussed having Ismael check the vents and ensure that they are properly sealed. Ismael will also be instructed to check out the step flashing seal and caulk as needed. There are also several nail holes that will need to be filled and have paint touch up.

Lowell made a motion to have Ismael examine the roof at 10754 Foxwood, giving attention to all roof vents and step siding where it meets side wall of adjoining units. Seal all mentioned where required. Susan seconded and the motion was unanimously approved.

- b. Special Assessment** – The need for this special assessment is due to the upcoming insurance, which is estimated to be more than budgeted.

If the special assessment exceeds the insurance premium, then that amount will be applied to next year’s dues. This has the potential for no dues increase or a reduction in dues for the next fiscal year.

A letter from the Board of Directors advising homeowners will be sent out 30 days prior to our March meeting, which will be changed from March 21 to March 14.

If we are unable to collect the amount required for the June premium, then we will need to consider borrowing the funds.

Ty made a motion to have a Special Assessment that uses a formula to get us to an amount of 300K to be apportioned per unit to pay for upcoming insurance. Lowell seconded and the motion was unanimously approved.

Lowell made a motion to secure and pay for a March 14, 2024 special assessment meeting room. Susan seconded and the motion was unanimously approved.

Ty made a motion to send out a letter to homeowners advising them of the special assessment, reason and meeting no later than 30 days before the meeting. Lowell seconded and the motion was unanimously approved.

Susan made a motion to change the March 2024 monthly meeting from March 21 to March 14, 2024. Patricia seconded and the motion was unanimously approved.

**V. EXECUTIVE SESSION**

**5:37 PM**

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

At 6:56 pm Fred made a motion to close the executive session and resume the general session. Patricia seconded and the motion was unanimously approved.

**VI. OPEN SESSION**

**Community Manager Contract** – Transition discussions are ongoing.

Lowell made a motion to appoint Susan as the acting community manager. The motion was seconded by Patricia and the vote was unanimously approved.

A document signed by all Board members grants Susan all the authority granted to the HOA manager. In addition, it grants her the authority to act for the Board in all business matters without further Board approval. Susan will have any and all authority until such time as revoked by the Board of Directors.

Fred made a motion to appoint Ty and Patricia as the employee search committee. The motion was seconded by Lowell and the vote was unanimously approved.

**VII. SET NEXT MEETING DATE, TIME, PLACE**

The next Board meeting will be held on Thursday, February 15, 2024, at 6 pm and will be held at Parker Station, as well as on Zoom.

**VIII. ADJOURNMENT**

**7:29 pm**

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