

PRELIMINARY MINUTES
SUBJECT TO NEXT BOARD MEETING APPROVAL

BOARD OF DIRECTORS MEETING

Thursday, February 15, 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 6:02 PM

II. GENERAL SESSION (BOARD Q & A)

III. APPROVAL OF MINUTES

Ty moved to accept the minutes as presented from the January 18, 2024 meeting. Fred seconded and the vote was unanimously approved.

Ty moved to amend section 6, paragraph 1 of the January 31, 2024 minutes to read transition discussions are ongoing. Patricia seconded and the vote was unanimously approved.

IV. FINANCIAL REPORT

Ty reviewed the January 2024 LPL account statement.

V. HOMEOWNER COMMUNICATION (3 Minutes Each)

Virigina S. needs clarity on how to reach the Board. Currently the contact option on our website is not working. It was requested that the HOA office release guidelines on contacting the Board.

Leo W. asked if there had been an uptick in our finances since the shortfall letter was sent out. He was advised that we have not received the most recent water bill yet. It was explained how we identify high usage buildings and what procedures we put into place to contact residents with high usage. Also explained was the difficulty in installing and reading individual water meters.

Lastly he suggested that we do follow-ups to homeowners and residents regarding expenses that have been reduced, as well as how much water is being used.

Lisa also suggested that we find “someone” that will pick up illegally dumped items at no charge. Laura does have an individual that will do such, but only when he is available. It was suggested putting up cameras, which we already have in place but were unfortunately down during the most recent dumping. It was also suggested that we publish a list of where items can be taken for disposal, as well as what can be put into the monthly dumpster.

VI. COMMITTEE REPORTS

- a. **Water** – Susan reported that a Victorian Way homeowner responded to a door hanger and reported that his tenant believes there is a running toilet in that unit. Ismael is currently attempting to contact the tenant to do an inspection.

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

Laura will clarify with Elite Towing what is needed by residents to identify themselves as legitimate residents. Lowell requested that we post on social media what form of identification is needed. It was decided that both an ID and a utility bill, rental agreement, etc. be used to identify a resident requesting a vehicle to be towed that is parked in their designated space.

VIII. OLD BUSINESS

- a. **E-Unify** – Ty advised that YouTube has training videos.
- b. **Paint Project** – Lowell was advised that CertaPro does not require a 1099 form, as they are a S Corp. Laura will send Lowell the 2 invoices he does not have. Lowell requested Phase 1 & 2 contracts that include fence staining. Fred requested that for Phases 3 & 4 we simplify how we pay invoices. Fred will work on a procedure, as well as bid for paint.
- c. **Snow Policy** – It was requested that any comments or changes to the policy that Laura submitted be given to her no later than Friday, February 23, 2024.

IX. NEW BUSINESS

- a. **Special Assessment** – Patricia advised that our insurance broker, Sebastian, will be attending our March meeting at PACE. We will check with PACE to see if our rental agreement time can be changed to 5:00 pm, instead of 6:00 pm. If so, we will meet with Sebastian from 5:15 – 6:30 pm.

Patricia will contact our attorney to confirm special assessment requirements. A follow-up letter will be sent to all homeowners prior to the March 14 meeting with the special assessment cost.

The following were questions asked by homeowners in attendance:

- (1) Will the meeting at PACE also be on Zoom? **Yes, we will have it on Zoom.**

- (2) Will Sebastian be able to give us the amount for next year's insurance? **Patricia explained that we will not have a quote until the first of June.**
 - (3) How much is the special assessment? **The assessment is expected to be an average of \$600 per unit.**
 - (4) When does the HOA pay the insurance premium. **Laura explained the the bulk of our premium is paid at the end of June and the remaining premiums are paid quarterly. Fred explained that the HOA needs to come up with 300K and the remaining amount is already budgeted.**
 - (5) A homeowner asked if we had contacted another broker that he previously recommended. Also why don't we have competitive bids? **Patricia will contact the broker that was recommended. Patricia explained that we are an excess market due to Town & Country Village having more than 500 units. Currently there are only 10 insurance companies that would consider insuring us.**
 - (6) What happens if we collect more than we need? **If more is collected than needed, it will be used towards next year's insurance.**
 - (7) When is the assessment due? **May 1, 2024.**
 - (8) Are there caps on special assessments? **No.**
- b. **Foxwood Homeowner** – Joe explained that the homeowner in question was given a courtesy letter, notice of complaint, notice of complaint with fine, second notice of complaint with additional fine. The homeowner has requested that we waive all fines. After consideration, Lowell made a motion not to waive the fines (total of \$100). Fred seconded and the motion was unanimously approved.
 - c. **Rescind Authority (2)** – The authority given to Susan at the January 31, 2024 meeting was tabled. Lowell made a motion to rescind the power of attorney given to him for the sale of the HOA's rental property on Rosewood. Patricia seconded and the motion was unanimously approved.
 - d. **Rental Closing Documents** – Lowell advised that he is not in possession of the Rosewood closing documents. Laura will contact the title company to obtain the documents.
 - e. **LPL Access** – Ty will advise Nadia's office that all Board members be given access to view our reserves account. Lowell will continue to have signatory authority for the HOA reserve account.
 - f. **ACH Payments** – Lowell reminded the Board and Laura that there is an ACH Policy in place and for bookkeeping purposes it must be followed.

X. EXECUTIVE SESSION

8:09 PM

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

At 9:01 pm Fred made a motion to close the executive session and resume the general session. Patricia 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 Thursday, March 14, 2024, at 6:00 pm and will be held at PACE Center, as well as on Zoom.

XIII. ADJOURNMENT

9:02 pm

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