

PRELIMINARY MINUTES
SUBJECT TO NEXT BOARD MEETING APPROVAL

BOARD OF DIRECTORS MEETING
March 16, 2023

Location: 2nd floor Conference Room of Parker Station.
Attendees: President – Ty Pippin – Present
V. President – Patricia Ross – Present
Treasurer – Susan Caudill – Present
Secretary –
Members At Large – Fred McCarthy – Not Present
Lowell Willock – Present
Community Manager – Laura Williams – Present

I. CALL TO ORDER 6:06P

II. GENERAL SESSION (BOARD Q&A)

III. APPROVAL OF PRIOR MINUTES –

Susan moved to accept minutes and Patricia seconded. Unanimous vote to approve minutes of the last meeting.

IV. FINANCIAL REPORT

a. Balance Sheet

b. Income/Expense Summary (YTD)

Susan presented the Financial Report. Lowell had multiple questions regarding reports. Susan reported that CD has been changed to reflect an account for the lower rate.

V. HOMEOWNER COMMUNICATION (3 Minutes Each)

None online at this point, we will come back to this when the homeowners make their appearance.

- **FW Homeowner Window Grid Fine** – Laura read the email from the homeowner to request waiver of fine. Currently, 3 of 4 grids have been replaced. The Board will table this matter until the window is in compliance.
- **LW Homeowner Satellite** – Satellite in wrong place. His balance due is a combination of fines, late fees and finance charge. Homeowner not on the meeting. Fines stand since he didn't show.
- **BW Homeowner Rear Light** – Homeowner was receiving daily fines. Light has been replaced. Laura requested a waiver of 2 weeks while she waited for the contractor to replace the light. The board voted to reduce the fine to \$100. Ty made the motion, Patricia seconded. The motion was unanimously approved.

VI. COMMITTEE REPORT

a. Water Conservation – Susan sent Laura pages to build a tab on website regarding water conservation. Susan asked the Board to review if they had any changes. The cost of 25 signs will be approximately \$400. She would also like to add banner to pool fence and it would be about \$200. Reviewed the reports created from AquaHawk readings. Lowell recommended knocking on doors of buildings with high usage and ask if we can enter and look for leaks. Also, Laura will create a letter to homeowners and send to board to make sure it says everything they want in the letter.

b. Paint Committee – Fred and Laura met earlier in the month to discuss RFP. We make changes

and were to meet again to finalize RFP to get it out for bid. Fred is currently out of town and project is stalled. Susan made motion to move forward with getting the RFP out the door and Patricia seconded. There was minimal discussion, and the motion was unanimously passed. Laura will move forward. Ismael will start on carpentry as soon as shutters and wood is priced out. The paint will be bid by Benjamin Moore and Sherwin Williams and the HOA will have their own account with selected company. Payment plans recommended by the board were discussed. Suggested to have an invoice submitted each Friday with electronic payment on Wednesday withholding 10% for the final punch list. Final walk will be by Board and HOA representatives. Insurance should be \$2M General Aggregate and \$1M Work Compensation with an Umbrella up to \$4M.

c. **Finance Committee** – Discussed earlier under Financial Report.

d. **HOA Management & Day to Day Operations** – Lowell moved to renew Laura's contract, Susan seconded, the vote was unanimous. The Board agreed to pay out 4.5 days of vacation pay. The Board approve the payment.

VII. MANAGER'S REPORT

Laura presented her Management Report

VIII. OLD BUSINESS

a. **Mainstreet Sidewalk** – Laura met with the Town of Parker regarding the Memorandum of Understanding. The MOU was mailed out to the Board prior to meeting to review. Lowell moved that the MOU be approved subject to attorney review, Susan seconded. Vote was unanimous. Laura requested construction fence to keep traffic off of the front porch.

b. **Concrete Replacement** – The project has continued to be stalled due to weather.

c. **Insurance Coverage and Appraisal** – Patricia advised that she is still working on this information.

d. **E-Unify Program** – Laura had the initial meetings, and we are working on ARC violation types, lists of vendors and chart of accounts. Customer list has been uploaded. Our goal date is June 30.

e. **Rental Property** – The HOA received letters from 2 different realtors to garner an opinion on possible sale price and recommended updates/repairs. After a discussion, Lowell motioned to give our renter a notice to vacate by April 30, Susan seconded that motion, and the vote was unanimous.

f. **Trash Company** – Patricia negotiated to get us out of our contract with Waste Mgmt. We have negotiated a deal with HBS, and they will take over our trash services. The trash day will change to Wednesday. HBS will start April 1st. Collecting orders for new bins.

k. **New HOA Attorney** – Lowell recommended Moeller-Graf as the new attorney. They offer a 90-minute retainer for \$199 per month. After a discussion, Lowell made the motion to engage Moeller Graf as the new HOA attorney with the 90-minute retainer, Patricia seconded. The vote was unanimous. Ty will sign the engagement letter as soon as possible.

l. **Smelly Townhome** – Susan met with the neighbor to assess the situation. She talked to the fire dept, and they stated they could not help. Police stated they cannot help. Recommended a discussion with new attorney.

IX. NEW BUSINESS

a. **CORE Electric** – CORE Electric bill has account numbers with no addresses. Laura contacted CORE to get addresses for these accounts. There is still confusion between CORE's list and Laura's list. Lowell asked to get CORE on property to verify locations.

b. **Collection Policy – ACH** – Lowell stated that ACH form states we take balance due. Recommended changes in the wording on the ACH form.

c. **Accounts in Arrears** – Lowell made motion to send arrears account that meet collection to new attorney, Patricia seconded the motion.

d. **Pool Refinish** – The pool needs to be refinished before opening. Laura and Ismael found a product which, based on research, appears to be good. The board requested the cost to apply, lifetime of our product for both SEMCO and to use ceramic coating again.

X. A plaque was presented to Patricia Ross as the 'Board Member of the Month' for her efforts and hard work on the trash company negotiations, insurance and research for new attorney.

XI. SET NEXT MEETING DATE, TIME, AND PLACE:

The next open Board meeting will be April 20, 2023, at 6PM (General Session). Our meeting will be held in the 2nd floor conference room of Parker Station.

XII. ADJOURNMENT 8:50 PM

Susan motioned to adjourn, Patricia seconded, the vote was unanimous.