

**PRELIMINARY MINUTES**  
**SUBJECT TO NEXT BOARD MEETING APPROVAL**

**BOARD OF DIRECTORS MEETING**

**Thursday, March 21, 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 -- Absent

Community Manager – Laura Williams -- Present

**I. CALL TO ORDER**

**6:03 PM**

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

**III. APPROVAL OF MINUTES**

Patricia moved to accept the minutes as presented from the February 15, 2024 meeting. Lowell seconded and the vote was unanimously approved.

**IV. FINANCIAL REPORT**

As financials will be posted online, Lowell deferred financials until the Manager's Report.

Susan asked if we could get actuals vs. budget and the old financial monthly summary. The Board discussed the pros and cons of such reports, as well as if eUnify can provide those reports.

**V. HOMEOWNER COMMUNICATION (3 Minutes Each)**

Gary, a homeowner on Briarwood, requested that the Board reconsider a violation he received regarding a wireless security camera he installed on a door frame. After much discussion, Ty made a motion to put all camera violations, that pertain to wireless security cameras, on hold and we will revisit the policy with the assistance from two homeowners (Gary and Chris Sexton). Susan seconded the motion and the vote was unanimously approved.

## **VI. COMMITTEE REPORTS**

- a. **Water** – Susan reported on our attorney’s advice regarding individual water meters. Test water meters have not been installed yet in the test building on Briarwood. It was discussed whether or not we should pay for test meters up front or wait to see how they perform. Chris Sexton asked if dues would go down if individual meters were installed. That is yet to be determined, as homeowner dues would still reflect water usage cost for irrigation.

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

Virginia S. suggested no parking signs on Applewood, as curbs need to be painted.

## **VIII. OLD BUSINESS**

- a. **E-Unify** – Several questions were raised during the Manager’s Report.
- b. **Paint Project** – Discussed under Manager’s Report.
- c. **Snow Policy** – Susan made a motion to adopt the policy written and presented by Laura. Patricia seconded the motion and the vote was unanimously approved.
- d. **FW Homeowner** – Lowell questioned the manner in which the collection account was resolved. The account in question is regarding a homeowner on Bayfield, not Foxwood. Laura advised that she spoke with eUnify if an account goes into collection, can the homeowner access to the ledger be turned off. Laura was advised by eUnify that it can be done and she has received instructions.
- e. **Special Assessment Update** – The question of special assessment vs. short fall line item. Susan gave alternatives that were discussed with our attorney (see new business). The timing of doing a special assessment makes implementing an assessment not feasible. Patricia mentioned the possibility of changing our insurance coverage date.

## **IX. NEW BUSINESS**

- a. **Meeting with Attorney Update** – Lowell and Susan met with Joe Hinson from Moeller Graf. Discussed was borrowing from our reserve account to pay upcoming insurance premium. Per our Declaration, the definition of Long-Term Reserves is “Long-Term Reserve shall mean a reserve fund for capital expenditures as determined by past and current studies.” Mr. Hinson believes there is a risk of a challenge if we borrow from the reserve account. It is Lowell’s opinion that we borrow from a bank to pay our insurance premium.

An alternate is having the insurance short fall absorbed into a “short” budget (September – December) and then change the fiscal year to the calendar year, thus creating a new budget for FY 2025.

Also discussed was limiting the percentage of rentals allowed. Per our governing documents, it would take an affirmative vote of 67%. It is undetermined whether limiting rentals would decrease our insurance premium.

**X. SUGGESTIONS FOR FUTURE BUSINESS**

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

The next Board meeting will be held on Thursday, March 28, 2024, at 5:30 pm and will be held at PACE Center, as well as on Zoom.

**XII. ADJOURNMENT**

**8:27 pm**

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