

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

**BOARD OF DIRECTORS MEETING**

**April 20, 2023**

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

**I. CALL TO ORDER 6:03P**

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

**III. APPROVAL OF PRIOR MINUTES –**

Lowell moved to accept minutes and Fred 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 and Susan will reach out to Nadia for conversation for LPL.

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

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

- **RW Homeowner** – Requested information rental property.
- **SC Homeowner Awning** – Requested permission for rear awning attached to unit. Board instructed them to go the ARC to follow proper protocol. The ARC will then refer them back to the Board.
- **LW Homeowner** – Driveway replaced, has a stress crack. Board requested a picture of crack from homeowner.
- **FW Homeowner** – Window grids have all be corrected. Was tabled from previous month but the homeowner has requested a waiver of the fine. Lowell motioned to waive the fine, Fred seconded, the vote was unanimous. The front windows are approved, and the matter is closed.
- **LW Homeowner Satellite Dish** – Fine was paid, homeowner didn't come to meeting.

**VI. COMMITTEE REPORT**

a. **Paint Committee** – RFP was sent out to 8 vendors for bids. Job walk will take place on Monday, April 24, 2023, at 10am. Fred, Pat and Susan will also attend. Discussed the brand of paint. Fred and Laura will meet to determine prices and paint. New stain color will be applied to garden fence and beds so the board can see the color.

b. **Water Conservation** – Susan ordered banners and signs. Susan and Pat walked property together. Identified area that would be simple to xeriscape. Discussed steps out the back of 6 units on Applewood. Discussed a drop off on the side of a walk on Rosewood. Discussed

contacting a PWSD lady to discuss xeriscape grant. Bid from Integrity to install ground cover on the north side hill behind Rosewood. Discussed the water bill for the 4 units on Rosewood.

**c. Finance Committee** – The preliminary budget will be ready by the next meeting.

**d. HOA Management & Day to Day Operations** – Ty is not present, no report to present.

## **VII. MANAGER'S REPORT**

Laura presented her Management Report

## **VIII. OLD BUSINESS**

**a. Mainstreet Sidewalk** – Ismael is meeting with the ToP to discuss turning on the sprinkler system. He has to put in temporary water lines and electrical wires in a separate conduit. The project is running ahead of schedule.

**b. Concrete Replacement** – The project has started up again and he is moving forward. There are areas that need to be addressed outside the original specs.

**c. Insurance Coverage and Appraisal** – Patricia advised that a couple of policies are not being renewed. Renewal quotes will be closer to expiration dates.

**d. E-Unify Program** – This project is moving forward. They will be glad to meet with the board members if you give them a couple of options to set it up.

**e. Rental Property** – The renter is in the process of moving out. Discussion about rehab vs as is sale.

**f. Trash Company** – Collected all the old bins from WM and HBS has delivered the first round of bins. We need a secondary round of bin orders.

**k. CORE Electric** – Contact CORE to get someone out here to walk property to determine location of all meters. Find meter and shut down the meter with no usage.

## **IX. NEW BUSINESS**

**a. Proxies** – Lowell motioned that all proxies mailed to the HOA members be for sole purpose to establish a quorum of Homeowners for voting purposes. They are not to be used to vote. They will be worded as such without the ability to designate other purposes. If the homeowner wishes to assign their vote, there will be a second proxy created that the homeowner obtain online or in the office. After a discussion, Susan seconded, and the vote was unanimous.

**b. Voting** – Lowell brought information regarding 'beneficiary deed'. Lowell is going to talk to the attorney to find out about this new type of deed. Lowell brought up that if a unit is owned by a trust, LLC, Corporation or such, they must present documentation prior to election to be able to vote as a representative of that unit. We will rework the letter that goes out with the meeting notice and budget that such documentation must be provided to HOA office prior to election.

**c. Pool Party Reminder** – Pool party postcard will be mailed. Refinishing product will be ordered. Hours of the party will be 10A-2P. Our staff will set up and tear down and the board will be there to hand out keys. The date of the Pool Party is Saturday, May 27, 2023.

**d. Attorney Invoice** – The board felt that the invoice was way too high for copying files. The invoice says editing or organizing files. They did not feel it was our job to pay to organize and edit. Lowell motioned to have Ty and/or Fred negotiate the bill to no more than \$650. Fred seconded. Susan requested to amend to \$750. The vote was unanimous to cap at \$750.

**X. FUTURE BUSINESS** – No suggestions

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

The next open Board meeting will be May 18, 2023, at 6PM (General Session). Our meeting will be held in the 2nd floor conference room of Parker Station.

## **XII. ADJOURNMENT 8:35 PM**

Fred motioned to adjourn, Lowell seconded, the vote was unanimous.