

# BOARD OF DIRECTORS MEETING

August 17, 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 – Present  
Lowell Willock – Present  
Community Manager – Laura Williams – Present

- I. **CALL TO ORDER** **5:21P**
- II. **MOTION TO GO TO EXECUTIVE SESSION** **5:22P**  
Fred motioned, Patricia seconded, unanimous vote.
- III. **RETURN FROM EXECUTIVE SESSION** **6:06P**
- IV. **COLLECTION MATTER FROM EXECUTIVE SESSION**  
A motion was made by Fred and seconded by Susan to continue with the collection matter presented in executive session. The vote was unanimously approved.
- V. **GENERAL SESSION (BOARD Q&A)**
- VI. **APPROVAL OF PRIOR MINUTES –**  
Lowell moved to accept both sets of minutes from June 15, 2023, and July 10, 2023. Patricia seconded. The minutes were unanimously approved.
- IV. **FINANCIAL REPORT**
- a. Balance Sheet
  - b. Income/Expense Summary (YTD)  
Susan presented the Financial Report for the month ending July 2023.
- Board discussion about billing the homeowners when there is a title change i.e., name change, transfer to trust, transfer to LLC, etc. After a discussion, the board asked Lowell to draft an email to our legal counsel to find out our legal obligations regarding different types of title changes and whether we are required to charge for this title change and potential documentation provided.
- V. **HOMEOWNER COMMUNICATION (3 Minutes Each)**
- RW Owner** – Asked if anyone else received notice from their mortgage company regarding the fact that the HOA did not pay the insurance bill on time and therefore, for a week, we were not covered. Patricia was asked to respond. HOA insurance didn't expire until 6/28/23 and was renewed and paid on 6/28/23. There was no lapse in coverage. The information provided to him by his mortgage company was in fact false.
- AW Owner** – Asked about towing company. The signs she found had no phone number. Lowell asked Laura to reach out to the towing company and get written confirmation that his signs comply with the new state law.

**RW Owner** – Had multiple comments, 1) Video and audio are better than others, 2) She thinks that if ownership actually changes from one person to another, they should get documents. We should charge but transfer into a living trust doesn't change ownership, 3) During the last major rainstorm, she developed a leak. She wanted to make sure someone was coming to address the leak, 4. In the June minutes, it indicated we lost \$45K on our investments. Three to four years ago, there was a discussion about 'investments'. Please help her understand if and how we are allowed to invest in stocks. Lowell indicates there was a poor choice of words on his part. There is never a 'loss' unless we actually sell those stocks. The Investment Policy is available on the website. Will discuss more in the Financial Report, 4) How much did the townhouse on Rosewood sell for and where is the money? It sold for \$424K and the money is in the reserve account. And 5) Are the Legal and Personnel Matter discussed in the Executive Session sharable? No, that's why it is an Executive Session.

**VD Owner** – She came to the June meeting to ask for squirrel remediation. Ty explained the board discussed and cannot expend the finances to remove squirrels. The Board said they could help with resources to deter but they can't bear the financial burden to remove all the pests in the HOA. The HOA will send some to check for squirrel feeding in that area.

**RW Owner** – Recommended sending a letter to all homeowners to remind them it is detrimental to our community to feed pests. Also, ask anyone that has evidence of violation to please forward to the HOA management.

## VI. COMMITTEE REPORT

- a. **Water Committee** – Susan and Ismael went to several buildings and knocked on doors about potential water use and possible leaks. It was a successful community walk. Ismael will take down the community signs and store them. Many homeowners were responsive.
- b. **Finance Committee** – Lowell and Susan met with Nadia. We went over the investments. There will be a tax burden due to the increase in value. They put money in a liquid CD. We are in great shape and are set up to continue to finance the paint project. When the project is complete, they will readdress the status.
- c. **Paint Committee** – Fence stain in some cases is not absorbing to cover properly. We are working on a solution to this challenge. We've had multiple compliments on the paint colors and the update to the property. In Phase 1, we have completed approximately 20 buildings. Fred wants to consider doing Phase 2 & Phase 3 concurrently. Bids for both phases are included in board packets.

## VII. MANAGER'S REPORT

Laura presented her Management Report

## VIII. OLD BUSINESS

- a. **Mainstreet Sidewalk** – The project is almost complete. It is looking great and is slated to be done no later than mid-September.
- b. **Concrete Replacement** – The board agreed to pay Marco's Concrete the balance owed less 10% withholding until he fixes the problem areas.
- c. **CORE Electric** – Ismael walked the property with CORE electric to correct all meter addresses and find meter that has no activity. Laura sent all the information to CORE to correct records. Lowell is going to go through meters with Ismael to see if it is worth the effort to combine some meters.
- d. **Paint Project** – After a discussion, Lowell motioned to add the 3 buildings facing Mainstreet to

Phase 2 and Fred seconded the motion. The vote was unanimously approved. After reviewing and discussing the paint bids for Phase 2, Susan motioned, and Patricia seconded to accept the bid for the 2<sup>nd</sup> phase. Lowell amended the motion to 'throw in' the shed. The vote was unanimously approved. Susan made the motion to continue on Phase 3 with the caveat that Integrity can stay in front of the paint crew with a potential second paint crew. Patricia seconded the motion. The vote was unanimously approved as long as Integrity can stay ahead.

#### **IX. NEW BUSINESS**

- a. Evictions** – Lowell spoke with the attorney and had a policy written for evictions. Any evictions must be placed out on the public street. The attorney will contact the Sheriff's office to inform them they must follow the law. Lowell moved to adopt the Eviction Policy, Fred seconded the motion and the vote was unanimously approved.
- b. Roll Off** – The schedule for the roll off on the weekends will be as follows: the first roll off will be delivered on Thursday by 8am. It will be replaced on Friday afternoon at approximately 4pm and the final pick-up will be on Monday morning.
- c. Reserve Study** – Will be tabled.
- d. Parker Water Truck** – Lowell requested we write a letter to PWSD to inform them they park their work trucks on property. Our governing documents prohibit 1 ton truck. Please send the letter to Ron Reed to PWSD District Manager.
- e. Policies of the Board** – Lowell is recommending a 3-ring binder with operational policies. The board can add, change and/or remove policies as needed based on work needs. The board requested Lowell write suggested policies and send them to the board to review.
- f. Snow Removal Contract** – It is time to renegotiate and renew the snow policy. Lowell volunteered to meet with and negotiate with Integrity. He will discuss methods and levels of removal within reason. Susan made the motion to continue with Integrity as our snow removal contractor and have Lowell negotiate the contract with Integrity subject to board approval. Patricia seconded the motion. The vote was unanimously approved.
- g. 2023 Audit** – He requested the board approval to seek out an auditor and get the process started so the audit is completed in a timely manner and our tax return can be filed on time. The cost is not to exceed \$7000. Susan made the motion and Lowell seconded the motion. The vote was unanimously approved.
- h. Change of Treasurer** – Susan will be out of town for an extended period of time and suggested that she resign as Treasurer. She recommended Lowell step into the position. Lowell accepted. Fred made the motion to accept Susan's resignation and to appoint Lowell as our new treasurer effective September 1, 2023. Ty seconded the motion, and the motion was approved unanimously. The board wanted to thank Susan for her service to the community. Susan will step into the Secretary position.

X. **FUTURE BUSINESS** – No suggestions

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

The next Board meeting will be on September 21, 2023, at 6PM and will be held at Parker Station and on Zoom. If you want to attend in person, seating is VERY limited.

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

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