

## **PRELIMINARY MINUTES**

### **SUBJECT TO NEXT BOARD MEETING APPROVAL**

# **BOARD OF DIRECTORS MEETING**

**September 21, 2023**

**Location:** 2<sup>nd</sup> 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**

**6:08 pm**

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

- Election of Officers
  - President – Ty Pippin
  - Vice Present – Patricia Ross
  - Treasurer – Lowell Willock
  - Secretary – Susan Caudill
  - Member at Large – Fred McCarthy

#### **III. APPROVAL OF MINUTES**

Susan moved to accept the minutes as presented from the August 17, 2023, meeting. Patricia seconded. The vote was unanimously approved.

#### **IV. FINANCIAL REPORT given by Lowell Willock**

- Balance Sheet
- Profit & Loss Budget vs. Actual
- Income/Expense Summary (as of August 2023)

## V. **HOMEOWNER COMMUNICATION**

**Chris on Summerset Lane** questioned how the Board was going to handle the resident arrest situation that occurred on Summerset Court last Tuesday evening. Lowell agreed to contact our attorney to see what, if any, recourse the HOA can take. Chris also questioned the water use in his building and why a Board member and Ismael visited the building in August, as his building's meter also is connected to irrigation. Susan explained that the usage discussed did not include a period of time where irrigation was being used.

**Sharon Jacobson on Rosewood** requested that the HOA help with expenses regarding a sewer line break. The break in question occurred before the line reached the HOA line, therefore the Board stated that the HOA has no responsibility in paying for any portion of the repair. Patricia suggested that the homeowner should contact her insurance company to see if they will cover any of the expenses.

## VI. **COMMITTEE REPORTS**

- a. **Water Committee** – Susan advised the Board that all water conservation signs, and the banner was taken down and stored until next Spring. The committee will revisit xeriscaping areas, as well as cost and cost savings. It was decided that the committee will continue to work on water conservation efforts.
- b. **Paint Committee** – The three buildings on Mainstreet are completed. Laura reported that she has only received a couple of painting complaints – one on quality and the other regarding the side and backs being painted the same color. The final walk around for Phase I will take place tomorrow and all touch ups will be addressed then.

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

## VIII. **OLD BUSINESS**

- a. **Mainstreet Sidewalk** – Patricia complimented Ismael's crew on an amazing job. Laura will contact Bob with the Town of Parker regarding the electrical box that feeds the traffic light and streetlights. The box was installed on Town & Country property. Laura advised that the flower beds at the end of the two parking lots will be planted at a later date, similar to the flower bed on Victorian Drive.
- b. **Concrete Replacement** – Laura presented a concrete bid from CE Property Services. Lowell requested that Laura get the bid split out into two – one for driveways and the other for HOA property. Ty made a motion to move forward with two of the driveway replacements and Patricia seconded. Lowell abstained from the vote and the other 4 members voted to approve. Lowell made a motion to move forward with repair on the HOA property and Fred seconded.

The vote was unanimously approved. Ty and Laura will meet to discuss future driveway replacements and report back to the Board.

- c. **CORE Electric** – Lowell would like to eliminate all meters that are not connected to an electric source however felt that it would be too costly to move lines. It was discussed and should be investigated whether the meters that are connected to irrigation clocks can be shut down during non-irrigation months. Also, to be looked into is whether we can convert the irrigation clocks to solar and/or batteries.
- d. **E-Unify** – Laura will get contact information for Lowell.
- e. **Paint Project** – After a discussion, Lowell advised that due to finances, we should not move forward with Phase 3 at this time.
- f. **2023 Audit** – Lowell reported that the company that did our last audit is no longer performing them. They gave Lowell 9 referrals and out of that nine only one responded. We will need to get on a list for an audit in 2024, as all companies appear to be fully booked for 2023 audits.
- g. **Snow Removal Contract** – A new contract with Integrity Home Improvement was presented for this coming snow season. Lowell made a motion to include the snow removal on stoops and Fred seconded. The vote was unanimously approved. Lowell made a motion to accept the contract and Susan seconded. The vote was unanimously approved.
- h. **Policies of the Board** – Lowell will continue to write up policies for the Board to review.

#### IX. NEW BUSINESS

- a. **Savings Account** – Because our savings account is costing us, Lowell made a motion to close out the account and Fred seconded. The vote was unanimously approved.
- b. **Phase 3 Painting** – Lowell made a motion to suspend Phase 3 (carpentry and painting) and Susan seconded. The vote was unanimously approved.
- c. **Title Transfer – Document Charge** – We will defer this until next month.
- d. **SC20040 ARC Request** – The request to allow a curtain and rods to remain on the exterior of a patio was discussed. Joining the conversation was Pat Mossop with the ARC. Ty made a motion to deny the request and Patricia seconded. The vote was passed; however not unanimous as Susan abstained from the vote. The owner will be advised to remove the curtain and rods; as well as be responsible for any necessary repairs which will be done by the HOA. The owner is welcome to submit another request that is not on the exterior or causes any damage to the structure.

#### X. SUGGESTIONS FOR FUTURE BUSINESS

**XI. FOLLOW-UP(S) FOR NEXT MEETING**

- a. Resolution on new bank.
- b. Review Board policies.
- c. Review status of electrical box on Mainstreet.
- d. Ty and Laura will report back on the driveway concrete issue.
- e. Status of two buildings with high water usage.

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

The next Board meeting will be held on Thursday, October 19, 2023, at 6 pm and will be held at Parker Station and on Zoom. If you want to attend in person, seating is VERY limited.

**XIII. ADJOURNMENT**

**8:57 pm**

Susan motioned to adjourn; Patricia seconded. The vote was unanimously approved.