

PRELIMINARY MINUTES
SUBJECT TO NEXT BOARD MEETING APPROVAL

BOARD OF DIRECTORS MEETING

Thursday, November 16, 2023

Location: 2nd 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 via Zoom

I. CALL TO ORDER 6:17pm

II. GENERAL SESSION (BOARD Q & A)

III. APPROVAL OF MINUTES

Patricia moved to accept the minutes as presented from the October 19, 2023 meeting. Lowell 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 October 2023)

V. HOMEOWNER COMMUNICATION

SL Homeowner inquired on the status of the bat issue he and a neighbor have been dealing with. Ty asked Laura to follow up with the homeowner.

VI. COMMITTEE REPORTS

- a. Water Committee** – Laura and Ismael visited 2 buildings on Rosewood. They located 2 toilets running, one in each building. After the toilets were repaired, Aqua Hawk showed that the usage in each building went down to normal levels.

Laura will next target 10740-10750 Foxwood and report back to the Board on her findings.

- b. **Paint Committee** – Laura and CertaPro will do a walk around of Phase II on Monday to identify and any touch ups and/or paint problems that need to be addressed.

VII. MANAGER’S REPORT was presented by Laura Williams

VIII. OLD BUSINESS

- a. **Concrete Replacement** – Laura reported that two driveways on Rosewood are currently in the process of replacement. Lowell will start a conversation with our attorney regarding driveway replacement responsibility. Ty will work with Lowell on this issue.
- b. **E-Unify** – It was agreed that the Board needs additional information regarding the bridge software Zego. Lowell advised that E-Unify and the bank statement must match up before the audit.
- c. **Paint Project** – Susan made a motion to pay the hold back from Phase I to CertaPro. Patricia seconded. The vote was unanimously approved.
- d. **2023 Audit** – A firm has been engaged to conduct the 2023 audit. Taxes will be done after the audit is completed.
- e. **Policies of the Board** – Ty will write a policy regarding office hours. The policy will reflect that the HOA office is open Monday, Wednesday, Thursday and Friday from 8:00 am to 5:00 pm and will be closed on Tuesday.

IX. NEW BUSINESS

- a. **Time Management** – Ty requested that the Board be more aware of the time spent in the HOA office.
- b. **Holiday Deco Judging** – It was agreed that the judging will take place on Friday, December 15, 2023. We will meet at the HOA office at 6:00 pm.
- c. **CORE** – Two meters (19937 Briarwood and 19607 Crestwood) have been turned off for the season. Lowell requested that Laura look into having the streetlights put on a monthly charge and get rid of the meter charge, which would save the HOA money. Lowell also advised that he learned from CORE that meters can be turned off for a period of less than 6 months and then turned back on without a charge.
- d. **Irrigation Meters**– This was removed from the agenda.
- e. **Electric Vehicle Charge Stations** – Laura reported that she has driven by several times the two locations where residents had charging cords running across walkways to charge their vehicles and has not seen any recurrences since she sent out courtesy and violation letters to the owners. Lowell advised that he and Laura had written a policy regarding charge stations and that if desired, they would be done so at the owner’s expense.
- f. **Moving Bank Accounts** – This was removed from the agenda.
- g. **Office Hours** – This topic was addressed under Old Business / Policies of the Board.
- h. **Home with Bats** – This was covered under Homeowner Communication. Patricia added that bat infestation was not covered by insurance.
- i. **Home with Leak** – There have been differing reports regarding the water leakage in question. Patricia suggested that an independent roof go in and do an assessment. Lowell made a motion to engage a roofer at a cost less than \$500 and Ty seconded. The vote was unanimously approved. Patricia will pass on the roofer information to Laura.

- j. **Applewood Toilet Leak** – A resident on Applewood had a toilet leak due to a plumbing break. The resident’s insurance company, USAA, will only cover \$10,000 at this time. USAA needs the HOA to file a claim for the remainder, which we have been advised will be rejected by our carrier. At that point, USAA will then cover the remaining cost. Lowell made a motion to file an insurance claim and Ty seconded the motion. The vote was unanimously approved.
- k. **Policies** – The following policies were presented, discussed and voted on.
 - i. Policy #4 / Transfer of Units and associated charges. Susan made a motion to accept the policy and Patricia seconded. The vote was unanimously approved.
 - ii. Policy #5 / Payment of Invoices. Susan made a motion to accept the policy and Lowell seconded. The vote was unanimously approved.
 - iii. Policy #6 / Communications with Non-Homeowners. Patricia made a motion to accept the policy and Susan seconded. The vote was unanimously approved.
- l. **Case Details** – A case report from our attorney’s office was reviewed. It was discovered that a case on Applewood needed to be amended to reflect the new HOA dues as of September 2023.

X. SUGGESTIONS FOR FUTURE BUSINESS

XI. SET NEXT MEETING DATE, TIME, PLACE

Due to the Christmas holiday, Ty made a motion to move the December meeting to the second Thursday in December. Patricia second and the vote was unanimously approved.

The next Board meeting will be held on Thursday, December 14, 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.

XII. EXECUTIVE SESSION

Susan made a motion to go into executive session at 8:35 pm. Patricia seconded and the vote was unanimously approved.

At 9:19 pm Susan made a motion to close the executive session and resume the general session and Patricia seconded. The motion was unanimously approved.

XIII. ADJOURNMENT

9:19 pm

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