

PRELIMINARY MINUTES
SUBJECT TO NEXT BOARD MEETING APPROVAL

Date: NOVEMBER 19TH, 2020

Place: ZOOM VIDEO CONFERENCE

Attendees: President –Joe Derdul– Present
Vice President– Debbie Miller – Present
Treasurer – Lowell Willock – Present
Secretary – Pat Ross – Present
Member – Rebecca MacLean - Present
Community Manager – Laura Williams –Present

Minutes of Town and Country Village Homeowners Association, Inc.

1. Call to Order.

Meeting called to order at 6.20 PM by Joe Derdul went straight into executive session to discuss Collection Matters & Board Training. Closed executive session at 7:00. Commenced the Open Session called to order at 7:01 pm.

2. Approval of Minutes -

The minutes from the October 15, 2020 Board Meeting were approved.

3. Vendor Reports - No Vendor Reports were presented.

4. Financial.

Lowell Willock went over the monthly financial report for October 2020.

- Discussed changes in some stocks to receive better returns.
- There have been Positive Changes in results since hiring the new Investment Consultant, Nadia Shokohi - LPL Financial.

5. Homeowners Communication –

Homeowners attended via Zoom however there were no concerns presented.

6. Manager Report

- A.** RW19724 Window – Complete
- B.** Lockbox Transition Mailing Complete
- C.** Warranty Paint Touchup – In contact with contractor, weather has been prohibitive. Trying to get done as soon as we get clear weather.
- D.** Rosewood Drainage Ditch on hold
- E.** 2019 Tax Return will be completed as soon as audit is finished.
- F.** 2019 Audit. Auditors worked with Laura for 4-5 days and approximately 40 hours to get the last 3 years audited and up to date. 2019 Audit will be completed in approximately one week.
- G.** Foxwood Wall - Retaining wall is damaged. Will be start in one to two weeks.
- H.** Working with attorney to develop an up to date & corrected maintenance chart with ARC guidelines.
- I.** Driveway Replacement list. Contingent on Conditions of Driveway fund. \$20,000 available

- J. Bayfield Way Shed Issue to be completed 11/20/20
- K. VW Drainage ditch – Repoured and asphalt will be laid in next 2 days
- L. Utility Stanchions (Century Link, Comcast, IREA) – Still working on however most of the bad Utility Stanchions have now been replaced or repaired.
- M. Briarwood Ct Walls – Contingent on Funds as they are part of the driveway fund.
- N. Driveway replacement list – Contingent on conditions of driveways. \$20,000 available per year.
- O. Proposed or tabled work
 - Statements/Invoices Revised
 - New accounting program
 - 'Dog DNA' research
 - Pool gate lock
 - Mass Texting program
 - Summerset Ct Wall Bids (must be engineered, possible use of tiers)
 - Bayfield Way rear wall

7. Old Business.

- A. Audit and Tax Prep- Discussed under Manager's Report
- B. Victorian Way Drain Pan replacement – Discussed under Manager's Report
- C. Bayfield Way Deck Removal/Shed - Discussed under Manager's Report
- D. New Insurance Quotes. Currently working with three other vendors to requote the Master Insurance Policy. Updates as more information is gathered

8. New Business.

- A. Employee Appreciation Lunch – Due to status with COVID-19 and restaurant closures, alternatives are being explored.
- B. Discussed Updating our Mission Statement
- C. Real Estate Transfer Assessment (Section 4.8c) – Board unanimously voted to continue to routinely deposit these assessments to the operating fund unless needed in Replacement account, in which case Treasurer will notify the board.
- D. ARC Committee – Discussed in executive session
- E. Current Leasing Policy - Determine language on Renter vs Homeowner.
- F. Emergency Preparedness Plan – Debbie will put together a plan.
- G. Mailbox Kiosks – Pat wants to research updating mailbox kiosks
- H. Holiday Light Judging – Board will judge lights starting at 6pm on December 18th, 2020 this year. Good Luck to Everyone!

Suggestions for Future Business.

- Installing Cameras around Town & Country Village.

Meeting went back into executive session at 8pm to discuss Architectural Review Committee. Executive Session readjourned at 9:20 PM. Meeting adjourned at 9:20pm.

The next Board Meeting will be December 17, 2020 at 6pm with the open session beginning at 7pm.

Due to the Corona Virus Concerns and the safety of everyone the monthly meetings are currently being held via ZOOM video Conferencing.