

## **PRELIMINARY MINUTES**

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

## **BOARD OF DIRECTORS MEETING**

**Thursday, December 14, 2023**

**Location:** 2<sup>nd</sup> Floor Conference Room of Parker Station

**Attendees:** President – Ty Pippin -- Present

Vice President – Patricia Ross -- Absent

Treasurer – Lowell Willock -- Present

Secretary – Susan Caudill -- Present

Member at Large – Fred McCarthy -- Present

Community Manager – Laura Williams -- Present

### **CALL TO ORDER**

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

#### **II. APPROVAL OF MINUTES**

Fred moved to accept the minutes pending update regarding hours listed under Policies of the Board and the addition of purpose for Execution Session from the November 16, 2023 meeting. Lowell seconded. The vote was unanimously approved.

#### **III. FINANCIAL REPORT**

Lowell gave an update on our finances. He expressed concern that we are spending more than we take in on a monthly basis. Every savings we can find will help this issue. Getting our water consumption under control is vital and since putting more effort into this matter, we have seen the water bill improve. The Board agreed to hold a second meeting in January, to go over finances and do a mid-year budget review. Tuesday, January 9 at 6 pm was decided on.

Lowell expressed concern that the bank statements and E-Unify don't line up; as well as many expenses (bank fees, interest fees, etc.) don't appear to be in E-Unify. A bank change, one that feeds into E-Unify, will help this situation. Lowell stated that it is important that we use the accrual method, which will help all reports and statements be consistent, allowing the number to line up correctly.

Lowell reported that the reserve account has done well this calendar year. On January 1, 2023, the reserve account was at \$991,516.00 and as of November 30, 2023 the reserve account was reported at \$1,129,769.35.

#### **IV. HOMEOWNER COMMUNICATION**

The homeowner on Summerset Lane that previously had questions and concerns over bats in his attic was on Zoom but had to sign off due to another engagement. He did request an update on how the association was going to handle this issue. The board discussed the issue and since it appears that the problem is due to gaps in the building due to the original construction, the issue is not the association's responsibility. The association is responsible for any holes in the siding or roof; however, this was not the case in this situation. Ty will communicate with the homeowner via email with our decision; as well as a couple suggestions (ultrasonic devices and moth balls) on how to deter any bats from returning.

#### **V. COMMITTEE REPORTS**

- a. **Painting** – Painting is done with the exception of some Phase II touch ups, which should be completed by the end of next week. Fred made a motion to release the 10% hold back payment, upon completion of the touch ups. Ty seconded and the vote was unanimously approved.

Laura will get the pricing for Phases III and IV from Certa-Pro.

- b. **Water** – 10740-10750 Foxwood and 19821-19837 Rosewood both had some running toilets. All the toilets were repaired, and reports are now showing the water usage at an acceptable rate.

20025-20039 Briarwood's recent water usage increase is due to a possible break by the CORE contractor. Laura will request that the contractor pay for the cost of the water increase.

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

Regarding the search for a new towing company, Lowell requested that Laura have the current/outgoing tow company remove all of their signage within 10 days. If not removed, we will have our maintenance crew do so and charge current/outgoing tow company and if needed, will collect in small claims court.

#### **VII. OLD BUSINESS**

- a. **Concrete Replacement** – The Board questioned the “short load” charge of \$1,000. Laura will forward the invoice to Fred to research short loads and appropriate charge. Laura also advised that the homeowner portion of the invoice has been paid by the homeowner.
- b. **E-Unify** – This was covered under Financial Report and Manager's Report.
- c. **Paint Project** – This was covered under Committee Reports.
- d. **2023 Audit** – Lowell has had communication with the audit company we engaged. He was advised that they have not assigned an auditor yet. Lowell

advised them that if the audit was not started by January 1, 2024; we will then withdraw from our contract agreement. Lowell made a motion to withdraw our contract if the audit has not started by January 1, 2024, and that he will come back to the Board with a recommendation for a new company to do our audit in September 2024. Fred seconded the motion, and the vote was unanimously approved.

- e. **Policies of the Board** – Ty presented a policy outlining the hours of the HOA office.
- f. **Holiday Deco Judging** – Judging will start at 6 pm on Friday, December 15. After judging we will meet at Parker Garage for refreshments.

#### **VIII. NEW BUSINESS**

- a. **Deposits** – Lowell made a motion to eliminate the electronic deposit device in the office which will be a cost savings; as well as have transfers done electronically from the reserve account to the operations account. Susan seconded the motion, and the vote was unanimously approved. Lowell also requested that the deposit device be returned by the end of the month.
- b. **Reserve Funds** – This was covered under the financial report.

#### **IX. EXECUTIVE SESSION**

**8:01 PM**

A motion was made by Fred to go into Executive Session for collections/lawsuits discussion. The motion was seconded by Susan and the vote was unanimously approved.

At 8:08 pm Lowell made a motion to close the executive session and resume the general session. Fred seconded and the motion was unanimously approved.

#### **X. GENERAL SESSION - NEW BUSINESS CONTINUED**

- a. **Collection/Lawsuit Matter** - Ty put to vote Resolution I, all Board members voted in favor of sending the action to our attorney. Ty put to vote Resolution II, all Board members voted in favor of sending the action to our attorney.
- b. **Light Post on Mainstreet** – We have a past due invoice with Parker Electric for the light post that was damaged during the Mainstreet renovation. The contractor that damaged the light post agreed to pay for the replacement. Since we ordered the new post, Parker Electric is asking for payment plus late fees and interest. Since the offending contractor is now not willing to pay, Lowell requested that Laura file a property damage report with the Town of Parker Police. As Laura has various email correspondence with the contractor, that should be included with the report. It was also requested that a letter be sent to the contractor demanding payment or we will file with small claims court. Laura was asked to see if Parker Electric will waive the late fee and interest, before we move forward with a payment to them.
- c. **Collections** – Laura requested clarification on how to proceed with collections. She was advised to follow the Collections Policy currently in place.

**d. Email actions between Board Members on November 18, 2023** – The Board approved the following by email:

Integrity Home Improvement will continue to do repairs on Phase III of the painting project over the winter. They shall not exceed \$15,000 in total costs in any one month, to include materials. Integrity shall submit an invoice for reimbursement no later than the 10<sup>th</sup> of the month following the work performed. The invoice shall include amount owed to Integrity, but also list any expenditures for materials for the Phase III painting project no matter how paid. The invoice shall not exceed \$15,000. Lowell, Patricia and Susan voted in the affirmative; Ty and Fred abstained.

The Board of Town and Country Village HOA shall appoint a contract committee to prepare a new contract for the HOA manager prior to the end of the current contract. Motioned by Lowell to appoint Susan and Patricia. Lowell, Susan and Fred voted in the affirmative; Ty and Patricia abstained.

**XI. SUGGESTIONS FOR FUTURE BUSINESS**

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

The next Board meeting will be held on Tuesday, January 9, 2024, at 6 pm and will be held at Parker Station, as well as on Zoom. If you want to attend in person, seating is VERY limited.

**XIII. ADJOURNMENT**

**8:27 pm**

Fred made a motion to adjourn the meeting, Susan seconded. The vote was unanimously approved.