

**PRELIMINARY MINUTES**  
**SUBJECT TO NEXT BOARD MEETING APPROVAL**

*Date:* DECEMBER 17TH, 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 6.00 PM by Joe Derdul went straight into executive session to discuss Budgets and Contracts for 2021. Closed executive session at 6:59 pm. Commenced the Open Session called to order at 7:00 pm.

Thanked Homeowners for attending the Board Meeting via Zoom

### **2. Approval of Minutes -**

The minutes from the November 19, 2020 Board Meeting were approved.

### **3. Vendor Reports -** No Vendor Reports were presented.

### **4. Financial.**

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

- **Discussed delinquent accounts** and if the costs to administer those accounts including the participation of our Lawyer Tammy Alcock is charged back to the homeowners. Lowell explained that the costs are charged back to the delinquent accounts as part of the resolution.
- **Budget Modification** – In conjunction with the information Lowell Willock presented above. Lowell suggested moving \$10,000 undesignated funds to the attorney account which are late dues and fees that are deposited back to the HOA that came from Homeowners who did not make their HOA payments or make their payments on time. The Motion to Transfer was approved and seconded.
- We are currently monitoring the Investment for the **Rental Home** the HOA owns at the Town & Country Village (It is Paid in Full). We discussed the following considerations that will help us determine if it is wise to keep as a rental home or sell as the market is ripe. Some of the merits we look at is how has it performed with our other accounts? Should we raise rent to be market appropriate? Since this is a significant investment, the Board voted unanimously to include the townhome with the other HOA investments which are monitored by the Treasurer.

- **Lockbox Transition** - We have not had a smooth transition with our new Vendors Citywide Banks. Unfortunately, part of the zip code the bank provided us was incorrect. As a temporary measure for our Homeowners the Board has approved Laura to waive late fees as deemed appropriate.

In addition, Board Member Rebecca Mclean presented the **ACH process** via Zoom to show Homeowners options to pay their monthly HOA dues not only during this time but also going forward so HOA payments are received in a timely manner.

The information Rebecca presented can also be found on our Town & Country Website at **TCHOA.NET**. If you have not looked at the Website recently, we highly recommend it as it tells you what is going on in the community Town & Country Village Community and other great information! We frequently get Kudos on the wealth of information provided on our Website. Homeowners take a look and if you have suggestions on things, we could add please let us know!

## 5. Homeowners Communication –

Lisa Moore - Loves the new rock walls around the property and was interested if rock walls would be replacing the wood and if so when?

Laura responded: Yes, the ultimate goal is to replace all wood with the rock walls. We would like to make the property more appealing to Homeowners/Parker. We must prioritize the project by addressing leaning walls, crumbling walls first. If you need specific information, please give Laura a call at the Management Office.

During the Homeowners Communication Board Member Lowell Willock (who is also a Property Owner/Landlord at Town & Country Village) addressed the Homeowners regarding the changes he was making at one of his properties. He explained he has approval from the Board and ARC to modify an Egress Window. Lowell has also requested a permit from the City of Parker as a requirement to make the change.

## 6. Manager Report

- A. Victorian Way Concrete Drain Pan – Complete.
- B. Bayfield Shed Issue - Complete
- C. 2019 Audit - Complete
- D. Dead Tree Removal - 6 Trees have been removed and project is complete.
- E. Bank Mailing - Vendor provided an incorrect Zip Code creating a huge problem. Bank has taken full responsibility and helped with the cost. -Ongoing
- F. Warranty Work – We are currently doing touch up painting around the property. This is warranty work at no cost to us, and we will continue painting throughout the property so we can continue to protect the wood. This is weather permitting, so still an ongoing project continuing in 2021 until completed.
- G. Foxwood Wall is being rebuilt and in process.
- H. Working with Attorney to develop an up to date & corrected maintenance chart with ARC guidelines.

- I. Utility Stanchions (Century Link, Comcast, IREA) – still an ongoing project with progress. A lot of the Utility Stanchions have now been repaired or replaced.
- J. Briarwood Ct Walls – Contingent on Funds as they are part of the driveway fund.
- K. Driveway replacement list – Contingent on conditions of driveways. \$20,000 available per year.
- L. Proposed or tabled work
  - Statements/Invoices Revised
  - New accounting program
  - ‘Dog DNA’ research
  - Pool gate lock
  - Mass Texting program
  - Summerset Court Wall Bids (must be engineered, possible use of tiers)
  - Bayfield Way rear wall
  - Rosewood Drainage Ditch (On Hold)

## **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 still being explored.
- B. Discussed Updating our Mission Statement.
- C. Real Estate Transfer Assessment (Section 4.8c) – Board unanimously voted to continue to deposit these assessments to the Operating Fund unless it is more prudent to deposit these assessments to the Reserve Fund, in which case the Treasurer will advise the other Board Members in writing.
- D. ARC Committee – Discussed in executive session.
- E. Current Leasing Policy - Determine language on Renter vs Homeowner. Is there a Conflict of interest with the board regarding the verbiage? Further discussion is needed to find a solution.
- 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 18<sup>th</sup>, 2020 this year. Good Luck to Everyone!

## **Suggestions for Future Business.**

- Installing Cameras around Town & Country Village.
- Results – Holiday Light Judging!
- Insurance Apportionment

Board Meeting Adjourned at 7:52PM.

The next Board Meeting will be January 21, 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.**