



**Homeowners Association
Working Meeting - HOA Board of Directors
May 17, 2023**

MINUTES

Minutes are meant to reflect a summary of the Board's actions and not as a transcript of all discussions. This is a virtual meeting; members were notified on our website of the time and link May 4, and were reminded via their email the day before.

This is a Regular Meeting of the HOA Board of Directors. According to our ByLaws a Regular Meeting is required once per quarter. We are meeting more frequently because so much is happening in our community.

The meeting was called to order and a quorum was established. (3 out of 5 directors)

Board members present: President: Sam Menzies; Vice-President: Doug Moore ; Secretary: Beth Morris; Treasurer: Beth Morris, and Member-at-Large, Kevin Cavanaugh.. Board member absent: Ann Zimmerman, Landscaping.

Doug Moore was identified as the Chair for this meeting. His role in that capacity is to introduce speakers and keep the meeting on time. Due to technical difficulties, Renee Jacobs, Organizational Structure and Communications committee member, stepped in until Doug could get "live".

The meeting agenda was displayed in the Chat window. There will be an opportunity for members to join the discussion at the end of the meeting.

Beth Morris was identified as the Zoom host. Her role in that capacity is to monitor the waiting room, ensure speakers are unmuted, and monitor the chat room. Every other board member serves as co-host when Beth has a speaking role during the meeting. As host, Beth pointed out where and how attendees can use chat to share thoughts or questions with everyone or one-on-one with another person in the meeting. Participants were informed when a recording of the meeting was begun.

Secretary's Report – Beth Morris

The board had the opportunity to review and comment on Minutes from May 11 meeting prior to today's meeting. The motion made to adopt the minutes in the record was passed unanimously. Once minutes have been adopted, they can be posted to the website. We won't post draft minutes to prevent having "unofficial" items on our website. Minutes from today's meeting will reviewed by the board for consideration at next week's general meeting.

Executive Session bylaw 5.3.7– This closed session is for the purpose of board discussions, and the topics are identified in the agenda. Items appropriate for executive sessions include: personnel matters, possible litigation, and possible violations of the governing bodies. No motion for action can be made effective in executive session; motions for action can take place in the next open meeting. At the close of our last meeting, the Board went into an executive

session to discuss specific complaints, our process for timely and appropriate response to complaints, and managing the feedback forms submitted through our website. The HOA Board is improving internal communications with a trial run using an app designed for project management. We are in our first few days of trying something new, and are seeing the benefits.

Special Meetings, which are open meetings, can be convened with 72 hours' notice to the board (or less with certain conditions) for the express purpose of considering only specific, identified issues needing board approval. Outcomes from special meetings are reported at the next general meeting of the board.

Treasurer's Report - Beth Morris

Over the weekend, the Board received detailed Balance Sheets, Profit and Loss, and Ledger for all of 2022. This has provided useful data for identifying what we spent on what, and we are now able to pinpoint specific amounts and dates to request specific invoices.

April's bank statements are coming later today or tomorrow. That information will be shared at our next general meeting May 25.

Vice-President's Report - Doug Moore

We now have 40 lots who have returned their communication preference forms. When asked, he reports that all of them have indicated they wish to receive required documents and notices through e-mail. This form is not available as a fillable form on our website because it requires an actual signature. Personal contact with neighbors may be required to reach everyone.

We have gotten original plat maps from the design firm and are printing oversized maps for ease of viewing. They will be laminated for use by committees when holding planning meetings.

President's Report - Sam Menzies

The board continues to consult with experts, the county, and the owner of Div. 1 Lot 61 to allow for a change to the slope of his lot next to Tract C. Consideration of drainage and run-off is being explored by the Board as well as by the owner.

Maintenance Committee is working to get accurate and current maintenance expenses. We are aware of upcoming expenses for the roads, storm water facility, and gate repair as reported in earlier meetings. Neighbor and committee member Vicente Lasmarias will help obtain competitive bids. He is experienced with budgeting and obtaining quotes from vendors. We're calling for additional volunteers to add their expertise to our maintenance knowledge base. Our goal is to have these maintenance expenses defined by end of July for New Budget Ratification Meeting in August.

Website Migration – Renee Jacobs, committee member

Our current Webmaster, Aaron Rockwell, is coordinating the migration of our website with Renee Jacobs. There is a cost for migration, but the yearly fee for the site will be about half what we're paying now. A motion was made to cover the cost of website migration and maintenance; it passed with 4 votes.

Landscaping Meeting

On Saturday, May 20 at 10 am, Ann Zimmerman, the Landscaping board member, will meet volunteers to her committee at the main gate. This committee will decide what to plant and get the plants in the ground.

Since our last meeting, we received the proposals to shift the mowing of Tracts A and B from WRS to Loomis golf club. The thrice yearly mowing will cost two hundred dollars less than what WRS charges for the one mow. WRS is also taking the planting of flowers in the beds at the

main gate out of our contract, saving us another \$150. Motion was made to amend our mowing contract with WRS and enter into a new one with Loomis golf; it passed with 4 votes.

The meeting was opened to comments from those in attendance. Homeowner's questions were answered.

The meeting was adjourned after all business was completed and the board moved into Executive Session.

Executive session topics of discussion:

- Improving Communication Between HOA Board Members
- HOA management
- Concerns regarding lots 61 and 64