

Members of the Board of Directors:

Bob White – President
Tom Petrillo – Vice President
John Painter – Secretary/Treasurer
Cheryl Restagno
Stephen LaRocca
Darrell Lopez
Eric Basilo

Property Manager

Dennis Kapsis – Sentry Management

Architectural Review Committee

Cheryl Restagno - Chair
Siri Goberdhan – Vice Chair

Community Appearance Committee

Siri Goberdhan - Chair
Cheryl Restagno – Vice Chair

Community Outreach Committee

Eric Basilo – Chair
Tom Petrillo - Vice Chair

Twin Rivers Homeowners Association Inc.

**Monthly Board Meeting
Instructions to Join and
Agenda**

**Thursday April 8, 2021
6:30 pm
Virtual Meeting via WebEx**

Because of the COVID-19 Issue, until further notice, all HOA Board meetings will be held electronically. The public will have access to all electronic HOA Board meetings as explained below.

You are invited to join the meeting using either a computer or phone per the following instructions.

1. Option to Join using a Computer (Preferred because we may be sharing files you will want to view)

Please ensure your speakers are turned on but your mic is muted until you are recognized to speak.

Join by clicking the following link or copying and pasting the link into the browser on your computer.

<https://johnfpainter.my.webex.com/johnfpainter.my/j.php?MTID=m056c24e3b1b0adc403d31daa4f926f7b>

When you activate the link, your browser should open, you will see an option to [Join from your browser](#)

Click on that link and you will be asked to enter your name and email address (needed to identify you), and then click a button labeled “Join Meeting”. You also will have the option to download an app.

If you join using your browser, no software will be installed on your computer. The entire meeting will occur within your browser. For the best experience, please join using either Firefox or Chrome browsers updated to the latest version. Other browsers also will work if you do not already have one of those preferred browsers on your computer.

To be recognized to speak, prior to the meeting, please send an email to: Board@TwinRiversHOA.com to let me know you would like to be recognized. Please put Request to Speak in the subject line. When you hear your name called, un-mute your mic and you will have the floor. When done speaking, please mute your mic again.

Keeping your mic muted when you are not speaking will prevent background noise from your location disrupting the ability of other participants hear.

Also, please be sure your speakers are adjusted to a mid-range volume setting. If speakers are set to a max or high-range volume setting, your speakers will cause a squealing feedback thru your mic when it is not muted.

2. Option to Join by phone or video system

Join by phone: 1-415-655-0001 US Toll, Meeting number (access code): **182 123 2797**

Join by video system, application, or Skype for business - Dial [1821232797@webex.com](tel:1821232797), You can also dial 173.243.2.68 and enter your meeting number.

Meeting password: **2021_04** (2021004 from phones and video systems)

See next Page(s) for the Meeting Agenda.

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**Board of Director's
Meeting**

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1. Call to Order

2. Proposed Agenda Modifications if Any

3. Voice of the Members

HOA members are encouraged to make comments or raise issues of concern during this portion of the meeting. Speakers will be encouraged to be to the point and respectful. The time taken by Speakers may be limited by a motion duly passed by the Board. Comments of HOA Members may be allowed during other parts of the Meeting upon concurrence of the President and/or the Board Member(s) speaking.

4. Discussion Topics

a. COVID Response

- i. In November 2020, we extended the Stand-down Policy through Feb 1, 2021 as follows:
Continue to defer new enforcement actions but send advice letters (per draft), continue with enforcement actions with HOA Members to which we have provided at least 3 letters asking for compliance within 30 days.
- ii. In January, we voted to extend Stand-down Policy until at least May 1.
- iii. We need to consider whether to:
 1. Extend Stand-down Policy beyond May 1, 2021?
 2. Continue to hold Board Meetings virtually?
 3. Alter Policy related to pursuing Collection of 2021 Dues that have not been paid (we extended Dues deadline from end of Feb to end of March).

b. Insurance Renewal

- i. At the Feb Meeting, the Board passed the following motion:
 - Conditionally authorize John Painter, Secretary/Treasurer, to review and approve the insurance documents if appropriate.
 - If issues are noted, John is to convene a Special Board meeting on 3/11.
- ii. Insurance program was renewed after further review of the proposals submitted by our insurance agent and this topic is to so advise the Board.

c. Annual Meeting Recap

- i. Reaction?
- ii. Late Meeting Notices

d. Potential Election of a New Board Member(s)

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- i. Under our By-Laws, effective March 11, Tom Petrillo's term was extended for 3-years. Therefore, we now have 7 Board Members.
- ii. At the Feb 2021 Board meeting, the Board voted to expand the number of Directors on the Board from 7 to 9. This will allow the Board to better adapt as certain existing Board members cycle off the Board in the next few years and will strengthen the Board in terms ability to share the load and diversity of viewpoints represented.
- iii. The expansion decision creates 2 Open Positions on the Board. Since there was not a Quorum at the Annual Meeting of the HOA Members, the Board would be proceeding under Article IV, Sections 1 and 3 of the By-laws.
 - Section 1: Number. The affairs of this Association shall be managed by a Board of not less than three (3) but no more than nine (9) directors, who need not be members of the Association, and shall hold office until the election of their successor or successors.
 - Section 3: Removal. In the event of death, resignation or removal of a director, his successor shall be selected by the remaining members of the Board and shall serve for the unexpired term of his predecessor. *(Note: This is the only Section I find in the By-laws that addresses how to fill vacancies on the Board when the vacancies are not filled by a vote of the members at a Meeting at which a Quorum is established.)*
- iv. Vivian ("Viv") Guerra has offered to serve. Viv is a realtor and recently moved into Twin Rivers from Miami.
- v. Joe Fitzgerald also has volunteered to be a board member. Joe is a career engineer with lots of experience in community management.

e. Fining Program Update

- i. Further Discussion??
- ii. Placeholder for Potential Follow-up Discussion to Jan and Feb Board meeting discussions and update for new Board Member(s) as applicable

f. ARC Matters

- i. Special fence approval request

g. Enforcement Issues

- i. Animal Issues
 1. Cats
 2. Bears
- ii. Magnolia Tree Damaging the Wall (Ekana and Lockwood)

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- iii. Silcox Matter – Update
- iv. Payment Plan Requests (If any)
- v. Other Matters from Management Report
- vi. Other

5. Minutes from Prior Meetings

- a. Feb 2021 – See attached draft

6. Reports

- a. President's Report
- b. Treasurer's Report
- c. ARC Report
- d. Community Appearance Committee Report
- e. Property Manager's Report
- f. Other Reports as Appropriate - Special Project Management, Communications, Nominating, Community Outreach, Budget and Finance, Community Activities

7. Closed Session, if needed

8. Adjournment

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Meeting Record

- Meeting was called to order by Bob White at 6:30 pm.
- Board Members present were as noted below under “Motions.”
- A quorum was present throughout the meeting.
- Dennis Kapsis, Property Manager, and Jamie Bowling with Sentry Management were in attendance.
- HOA Members in Attendance – approx. 5
- Meeting was held electronically due to COVID-19 using WebEx.
- Links to the meeting were distributed via email to all HOA Members on the mailing list.
- Meeting was adjourned by Bob White at approximately 8:45 pm.

Agenda

1. Call to Order

2. Proposed Agenda Modifications if Any

- a. Insurance Renewal
- b. Beautiful Yard recognition

3. Voice of the Members

HOA members are encouraged to make comments or raise issues of concern during this portion of the meeting. Speakers will be encouraged to be to the point and respectful. The time taken by Speakers may be limited by a motion duly passed by the Board. Comments of HOA Members may be allowed during other parts of the Meeting upon concurrence of the President and/or the Board Member(s) speaking.

4. Discussion Topics

a. Potential Election of a New Board Member

- i. Vivian (“Viv”) Guerra has offered to serve. Viv is a realtor and recently moved into Twin Rivers from Miami. See Attached email from Vivian.
- ii. Election Process Options

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1. Board could vote in March as to whether to elect Viv to fill a vacant seat on the Board
 - a. Article IV, Section 3 of the By-laws provides for the Board to elect a successor to fill a vacancy on the Board
 - b. We currently have at least one vacant seat
2. Conduct an Election by Members; If no Quorum then Vote on Viv in April
 - a. Propose a slate of candidates to be voted on by proxy before and during the annual meeting
 - b. Ask for other volunteers to serve and if any come forward in the next week, also add their names to the ballot.
 - c. Slate would consist of Tom Petrillo, Vivian Guerra, and any other volunteers to fill at least two openings –
 - i. Tom's seat and
 - ii. The seat held by Wils Bell, who resigned some time ago due to illness.
 - d. We can send out ballots and allow members to vote by proxy, but still are unlikely to achieve a quorum (quorum requires 33% of HOA Members to vote – over ~360)
 - e. If a quorum is not achieved at the Annual Meeting,
 - i. Tom could serve another 3-year term as provided under the By-laws and
 - ii. The Board could vote on Vivian at the April 2021 Board Meeting as a replacement for Wils or any other vacant seat.

b. Planning for the Annual Meeting:

- i. DRAFT of Notice to HOA Members – See Attached DRAFT
- ii. Proposed Meeting Plan and Agenda – See Attached DRAFT
- iii. Package may need to be modified based on the outcome of our consideration of item a. above.

c. Fining Program Update

- i. Continuation of discussion during Jan Board Meeting
- ii. Please see attached discussion document
- iii. Motion to work with an attorney to develop proposal as to rules changes and Fining Committee

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d. Enforcement Issues

- i. Plan for Dealing with Magnolia Tree Damaging the Wall
- ii. Silcox Matter – Update
- iii. Kelly Creek Complaints
- iv. Payment Plan Requests (If any)
- v. Other Matters from Management Report
- vi. Other

e. Community Appearance Matters

(Intentionally Blank)

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Motions

#	Motion Title	Motion		Vote						
		By	Second	Bob	Cheryl	Darrell	John	Tom	Stephen	Eric
				B	C	D	J	T	S	E
	Board Members Present?			Y	Y	Y	Y	Y	NA	Y
1	Expand Board to 9, seek volunteers by 2/17, if only 3 candidates, no election, if 4 or more candidates send ballots by email and letter	J	B	Y	Y	Y	Y	Y	NA	Y
2	Pursue legal input on fining process limiting rentals	J	D	Y	Y	Y	Y	Y	NA	Y
3	Conditionally authorize JFP to review and approve the insurance doc. If issues JFP is to convene a special Board meeting on 3/11	T	D	Y	Y	Y	Y	Y	NA	Y
4	Magnolia tree issue: Send the letter from Sentry with 14 days period to respond. If no response, instruct the attorney to send the attorney's letter.	J	E	Y	Y	Y	Y	Y	NA	Y

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		By	Second	Bob	Cheryl	Darrell	John	Tom	Stephen	Eric
				B	C	D	J	T	S	E
	Board Members Present?			Y	Y	Y	Y	Y	NA	Y
5	Recognition of a Beautiful and Most Improved Property Award by Neighborhoods – Wils Bell for Beautiful Award - \$750 budget	T	C	Y	Y	Y	Y	Y	NA	Y
6	Jan Minutes Approved as submitted	T	E	Y	Y	Y	Y	Y	NA	Y

Key to voting notes: Y=Yes, N=No, A=Abstain, NA=Not Present

Respectfully Submitted,

John F. Painter
 HOA Board Secretary and Treasurer