

Board of Directors:

Bob White – President
Tom Petrillo – Vice President
Darrell Lopez
Vivian (“Viv”) Guerra
James Ransom
Don Partain – Vice Secretary
Chris Floegel - Vice Treasurer

Neighborhood Committee

Viv Guerra – Chair
Tom Petrillo - Vice Chair

Nominating Committee

Bob White – Chair
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Darrell Lopez

Architectural Review Committee

Darrell Lopez – Chair
Viv Guerra
James Ransom

Community Appearance Committee

Lori Topor
Oskar Abboud
Mark White
Mike Frankewich

Property Manager

Dennis Kapsis – Sentry Management

Other Officers

John Painter – Secretary/Treasurer

Twin Rivers
Homeowners Association Inc.

**AGENDA for
Board of Directors
Meeting**

**Thursday Oct 12, 2023
7 pm
Virtual Meeting via WebEx
(See below for meeting
access instructions)**

Page 1 of 3

Until further notice, all HOA Member and Board meetings will be held electronically. The public will have access to all electronic HOA 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=m3636f3c301415845f59bb36f94a9972f>

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 to 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 squealing/feedback through your mic when it is not muted.

2. Option to Join by phone or video system.

Dial in by phone: 1-415-655-0001 US Toll, Meeting number (access code): 2550 760 8189, Meeting password: 2023-10 (2023010 from phones and video systems)

Join by Mobile Device: Tap +1-415-655-0001,,25507608189#2023010# US Toll

Join by video system, application, or Skype for business: Dial 25507608189@webex.com. You can also dial 173.243.2.68 and enter your meeting number.

See next Page(s) for the Meeting Agenda.

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1. Call to Order

2. Proposed Agenda Modifications if Any.

a. Other agenda items?

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. Review Action on Prior Month’s Motions

- i. Letter to demand Mediation -- Owner ID 3A0049 on Kelly Creek Cr – Sent? (Dennis)
- ii. Letter to demand Mediation - Owner ID 3A0087 on McDaniel Creek Cr – Sent? (Dennis)
- iii. Updates to form of Financial Summary (Dennis)

b. Major Compliance Actions – Status Report

- i. Silcox Matter
 - 1. Filing (John)
 - 2. Lien (Dennis)
- ii. Owner ID 3A0049 on Kelly Creek Cr – Mediation
- iii. Owner ID 3A0087 on McDaniel Creek Cr - Refer to Attorney?

c. Aggressive Dog

- i. Status update
- ii. Potentially, consider motion to have dog removed from the community

d. Preparation of 2024 Budget (Draft in November)

- i. Special “Grounds/Facilities” Project Budget (Input needed from Community Appearance Committee)
- ii. Other portions of Budget (Input needed from Board Members)

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iii. Priorities (See Attachment A to Agenda)

e. Hurricanes Ian/Nicole (as appropriate) (John/Bob/Affected Owners)

- i. Update re: Catch Basins Drainpipe maintenance for Residences at 1010 1012 1014 Shinnecock Hills Dr. and 1012 Quaker Ridge Ct.
- ii. Update re: Turtle Creek Pipe Issues
- iii. Other??

f. Other ARC, Community Appearance, and Enforcement Issues

- i. Payment Plan Requests (If any)
- ii. Other Matters from Management Report (If any)
- iii. Other

5. Minutes from Prior Meetings

- a. Feb, April, June, and July 2023
- b. Aug 2023

6. Reports (Abbreviated)

- a. President’s Report
- b. Treasurer’s Report
- c. ARC Report
- d. Community Appearance Committee Report

7. Adjournment

Goals and Objectives - 2024 HOA Budget

Priority	2022 Budget	2023 Proposed Budget	2024 Proposed Budget
<p>1. No Increase in the level of assessment to HOA Members</p> <p><i>Note: The HOA documents provide that the Board may approve an increase in one year of up to 5% over the prior highest level.</i></p>	<p>We should target no increase but consider one if necessary. If an increase is required, this would be the first increase in 2 years.</p> <p><i>To hold the Assessment at the 2021 level, the HOA lowered amounts budgeted for Special Projects by approximately \$16,000.</i></p>	<p>We should target no increase but consider one if necessary</p> <p><i>Recommend implementing a 3.5% increase.</i></p>	<p>We should target no increase but consider one if necessary</p>
<p>2. Provide enough funds for Grounds Maintenance to continue to maintain the HOA Common Areas to very high standards</p>	<p>Grounds Maintenance portion of the Budget should be set at a level reasonably enough to cover:</p> <ul style="list-style-type: none"> ➤ Normal routine holding pond maintenance; ➤ Normal routine lawn maintenance and spraying; ➤ Repairs and replacements of landscaping and irrigation components that fail during the year; and ➤ Water and electric utility costs. 	<p>Grounds Maintenance portion of the Budget should be set at a level reasonably enough to cover:</p> <ul style="list-style-type: none"> ➤ Normal routine holding pond maintenance; ➤ Normal routine lawn maintenance and spraying; ➤ Repairs and replacements of landscaping and irrigation components that fail during the year; and 	<p>Grounds Maintenance portion of the Budget should be set at a level reasonably enough to cover:</p> <ul style="list-style-type: none"> ➤ Normal routine holding pond maintenance; ➤ Normal routine lawn maintenance and spraying; ➤ Repairs and replacements of landscaping and irrigation components that fail during the year; and

Goals and Objectives - 2024 HOA Budget

Priority	2022 Budget	2023 Proposed Budget	2024 Proposed Budget
	<p><i>Recommended budget achieves the above goals.</i></p>	<p>➤ Water and electric utility costs.</p> <p><i>Recommended budget achieves the above goals.</i></p>	<p>➤ Water and electric utility costs.</p>
<p>3. Provide adequate funds for Special Grounds Maintenance Projects needed to improve, protect, replace, or repair Common Areas and Facilities</p>	<p>Plan to adequately fund necessary Ground Maintenance Special Projects, which include normal, but non-recurring, projects to maintain or improve HOA common property, including the community’s entry monuments, monument lighting systems, wall, landscaping, and irrigation system.</p> <p><i>Recommend budgeting \$30,000 in total for Grounds Special Projects - \$12,000 from the Operating Fund and \$18,000 from the Reserve Account.</i></p> <p><i>The total is a lower level than budgeted the last two years but in line with actual expenditures in those years.</i></p> <p><i>Additional work will need to be done early in 2022 to arrive at a final prioritized list of projects.</i></p>	<p>Plan to adequately fund necessary Ground Maintenance Special Projects, which include normal, but non-recurring, projects to maintain or improve HOA common property, including the community’s entry monuments, monument lighting systems, wall, landscaping, and irrigation system.</p> <p><i>Recommend budgeting \$20,500 in total for Grounds Special Projects from the Operating Fund and \$54,200 from the Reserve Account.</i></p>	<p>Plan to adequately fund necessary Ground Maintenance Special Projects, which include normal, but non-recurring, projects to maintain or improve HOA common property, including the community’s entry monuments, monument lighting systems, wall, landscaping, and irrigation system.</p>

Goals and Objectives - 2024 HOA Budget

Priority	2022 Budget	2023 Proposed Budget	2024 Proposed Budget
<p>4. Fund and Use the Reserve Account Balance in accordance with the Reserve Study prepared during 2018</p>	<p>The Reserve Account is separate from the Operating Fund and is to accumulate funds for major renewals and replacements of the HOA’s property. More specifically, the Reserve Account funds are to be used to maintain and restore HOA walls, entry monuments, electrical system at the entry monuments, irrigation system and major landscaping features. Once money is placed into the Reserve Account, it’s use is restricted to limited purposes.</p> <p><i>Recommend continuing to transfer \$18,000 to the Reserve Account his year and budgeting Reserve Account expenditures at \$18,000 to preserve the current balance for future needs.</i></p>	<p>The Reserve Account is separate from the Operating Fund and is to accumulate funds for major renewals and replacements of the HOA’s property. More specifically, the Reserve Account funds are to be used to maintain and restore HOA walls, entry monuments, electrical system at the entry monuments, irrigation system and major landscaping features. Once money is placed into the Reserve Account, it’s use is restricted to limited purposes.</p> <p><i>Recommend continuing to transfer \$18,000 to the Reserve Account his year and budgeting Reserve Account expenditures at \$54,200. The Reserve Account balance at the end of 2023 would be reasonable for projected future needs.</i></p>	<p>The Reserve Account is separate from the Operating Fund and is to accumulate funds for major renewals and replacements of the HOA’s property. More specifically, the Reserve Account funds are to be used to maintain and restore HOA walls, entry monuments, electrical system at the entry monuments, irrigation system and major landscaping features. Once money is placed into the Reserve Account, it’s use is restricted to limited purposes.</p>
<p>5. Allocate funds to continue to be involved in new developments at the</p>	<p>Preservation of the golf course remains a top priority of the HOA. However, the golf course is doing very well financially and there do not seem</p>	<p>Preservation of the golf course remains a top priority of the HOA. However, the golf course is doing very well financially and there do</p>	<p>Preservation of the golf course remains a top priority of the HOA. However, the golf course is doing very well financially</p>

Goals and Objectives - 2024 HOA Budget

Priority	2022 Budget	2023 Proposed Budget	2024 Proposed Budget
<p>Twin Rivers Golf Course</p>	<p>to be imminent threats that could result in plans to close or repurpose the golf course.</p> <p><i>Recommend not budgeting amounts for issues pertaining to preservation of the golf course.</i></p> <p><i>Funds are available in Operating Fund should the need arise unexpectedly during the year.</i></p>	<p>not seem to be imminent threats that could result in plans to close or repurpose the golf course.</p> <p><i>Recommend not budgeting amounts for issues pertaining to preservation of the golf course.</i></p> <p><i>Funds are available in Operating Fund should the need arise unexpectedly during the year.</i></p>	<p>and there do not seem to be imminent threats that could result in plans to close or repurpose the golf course.</p>
<p>6. Continue to improve communications and relationships with the HOA Members – Neighborhood Committee</p>	<p>Include funds for the new Neighborhood Committee, which would combine with the Community Outreach Committee. (See Attachment 4 for initial activity plans for the Committee. The list will be developed and modified further as the year progresses.)</p> <p><i>Recommend budgeting a total of \$7,000 for this Committee, which is less than budgeted for similar purposes last year.</i></p> <p><i>This Committee would also assume responsibility for Holiday Decorations from the Community Appearance</i></p>	<p>Include funds as requested by the Neighborhood Committee.</p> <p><i>Recommend budgeting a total of \$5,940 for this Committee as requested.</i></p> <p><i>This Committee would also assume responsibility for Holiday Decorations from the Community Appearance Committee which is separately budgeted at \$4,025.</i></p>	<p>Include funds as requested by the Neighborhood Committee.</p>

Goals and Objectives - 2024 HOA Budget

Priority	2022 Budget	2023 Proposed Budget	2024 Proposed Budget
	<p><i>Committee which is budgeted at \$4,025.</i></p>		
<p>7. Other Administrative & Management budget items should be carefully managed</p>	<p>All other Administrative and Management costs are budgeted based on 2021 levels, with reasonable allowances for increases where applicable.</p> <p><i>The largest costs in this category are:</i></p> <ol style="list-style-type: none"> <i>1. Sentry management fees (no change expected)</i> <i>2. Insurance premiums (a very substantial increase is budgeted – 15% higher than 2021 actual and 35% higher than 2021 budget.)</i> 	<p>All other Administrative and Management costs are budgeted based on 2022 levels, with reasonable allowances for increases where applicable.</p> <p><i>The largest costs in this category are:</i></p> <ol style="list-style-type: none"> <i>1. Sentry management fees (no change expected)</i> <i>2. Insurance premiums (a very substantial increase is budgeted – 20% higher than 2022 actual)</i> 	<p>All other Administrative and Management costs are budgeted based on 2023 levels, with reasonable allowances for increases where applicable.</p>
<p>8. Expenditures on dues collection and other enforcement need to be carefully planned and conserved</p>	<p>Fundamentally, we need to continue collection efforts from HOA Members only when the delinquent HOA Member is not moving into foreclosure. Usually costs of collection are reimbursed by the delinquent HOA Member so these collection efforts have minimal budget impact.</p>	<p>Fundamentally, we need to continue collection efforts from HOA Members only when the delinquent HOA Member is not moving into foreclosure. Usually costs of collection are reimbursed by the delinquent HOA Member so these collection efforts have minimal budget impact.</p>	<p>Fundamentally, we need to continue collection efforts from HOA Members only when the delinquent HOA Member is not moving into foreclosure. Usually costs of collection are reimbursed by the delinquent HOA Member so these</p>

Goals and Objectives - 2024 HOA Budget

Priority	2022 Budget	2023 Proposed Budget	2024 Proposed Budget
	<p>Emphasis is needed on rules enforcement actions.</p> <p><i>Recommend budgeting \$6,000 for expenditures on rules enforcement, which is 50% of the amount budgeted last year. The amount budgeted for this purpose may increase during the year if we recover approximately \$7,000 of prior legal costs as provided in a June 2021 court order.</i></p>	<p>Emphasis is needed on rules enforcement actions.</p> <p><i>Recommend budgeting \$6,000 for expenditures on rules enforcement.</i></p>	<p>collection efforts have minimal budget impact.</p> <p>Emphasis is needed on rules enforcement actions.</p>
<p>9. The budget should be based on a reasonable allowance for doubtful accounts (i.e., bad debt) expense</p>	<p>The balance set aside for Doubtful Accounts equals 40% of the HOA's Accounts Receivable balance. We expect collection success rates to far exceed 60%.</p> <p><i>Our accumulated doubtful accounts balance remains substantial and is conservatively high in relation to our accounts receivable balance. Therefore, recommend not budgeting additional amounts for this purpose.</i></p>	<p>The balance set aside for Doubtful Accounts equals 40% of the HOA's Accounts Receivable balance. We expect collection success rates to far exceed 60%.</p> <p><i>Our accumulated doubtful accounts balance remains substantial and is conservatively high in relation to our accounts receivable balance. Therefore, recommend not budgeting additional amounts for this purpose.</i></p>	<p>The balance set aside for Doubtful Accounts equals 40% of the HOA's Accounts Receivable balance. We expect collection success rates to far exceed 60%.</p>

Goals and Objectives - 2024 HOA Budget

Priority	2022 Budget	2023 Proposed Budget	2024 Proposed Budget
<p>10. Revisions to the HOA Rules/Establish Resolutions for Each Board Committee</p>	<p>Additional funds should be budgeted for work on Rules changes and fining system development.</p> <p>Resolutions should be put in place to expressly authorize each Board Committee.</p> <p><i>Recommend budgeting \$7,000 for work on limited Rules changes and fining system development. This amount should be sufficient for the current rules change and fining system effort but not for a wholesale reworking of the HOA's rules.</i></p>	<p>Additional funds should be budgeted for work on Rules changes and fining system development.</p> <p>Resolutions should be put in place to expressly authorize each Board Committee.</p> <p><i>Recommend budgeting \$5,000 for work on limited Rules changes and fining system development. This amount should be sufficient for the current rules change and fining system effort but not for a wholesale reworking of the HOA's rules.</i></p>	<p>Additional funds should be budgeted for work on Rules changes and fining system development.</p> <p>Resolutions should be put in place to expressly authorize each Board Committee.</p>

Minutes of the Board of Directors Meeting

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Property Manager

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Other Officers

John Painter – Secretary/Treasurer

A. Meeting Record

- Meeting was called to order by 7:05 pm by Bob White
- Board Members present were as noted below under “Motions.”
- A quorum was present throughout the meeting.
- Dennis Kapsis, Property Manager, with Sentry Management was not in attendance.
- HOA Members in Attendance – approx. 10
- The meeting was held electronically using WebEx.
- Links to the meeting were distributed via email to all HOA Members on the mailing list.
- The meeting was adjourned at approximately 8:30 pm.

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B. Agenda

1. Call to Order
2. Proposed Agenda Modifications if Any.
 - a. Other agenda items?
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. Review Action on Prior Month’s Motions

- i. Letter to demand Mediation -- Owner ID 3A0049 on Kelly Creek Cr – Sent? (Dennis)
- ii. Hiring Pegasus to work on the drainage issues – See Hurricanes below.
- iii. Dennis: Payment Plan File No 1486-C-20-1001 implementation – signed? Down paid? (Dennis)

b. Major Compliance Actions – Status Report

- i. Silcox Matter
 1. Filing (John)
 2. Lien (Dennis)
- ii. Owner ID 3A0049 on Kelly Creek Cr – Mediation
- iii. Owner ID 3A0087 on McDaniel Creek Cr - Refer to Attorney?

c. Hurricanes Ian/Nicole (as appropriate) (John/Bob/Affected Owners)

- i. Contract finalized with Pegasus. David Hamstra has met with owners for initial site surveys.

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- ii. Update re: Catch Basins Drainpipe maintenance for Residences at 1010 1012 1014 Shinnecock Hills Dr. and 1012 Quaker Ridge Ct.
- iii. Update re: Turtle Creek Pipe Issues
- iv. Other??

d. Special Projects Budget Remaining (Please see Attachment 1)

- i. Through June, remaining budget available for special grounds projects was approx. \$37,500.
- ii. During this portion of the meeting, the plan is to:
 1. make the Board and the Community Appearance Committee of the available funds.
 2. Discuss an approach to revising special project plans to accomplish more of the projects anticipated for 2023.
 3. Discuss accounting and approval processes.

e. Other ARC, Community Appearance, and Enforcement Issues

- i. Payment Plan Requests (If any)
- ii. Other Matters from Management Report (If any)
- iii. Other

5. Minutes from Prior Meetings

- a. Feb, April, June, and July 2023

6. Reports (Abbreviated)

- a. President’s Report
- b. Treasurer’s Report
- c. ARC Report
- d. Community Appearance Committee Report

7. Adjournment

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C. Decisions

#	Motion Title	Motion		Vote						
		By	Second	Bob	Tom	Darrell	Vivian	James	Don	Chris
				B	T	D	V	J	D	C
	Board Members Present?			Y	NA	Y	NA	Y	NA	Y
1	Send demand for mediation to Owner ID 3A0087 on McDaniel Creek Cr – Darrell to coordinate	D	B	Y	NA	Y	NA	Y	NA	Y
2	Oskar Chair for CAC	D	B	Y	NA	Y	NA	Y	NA	Y
3	Approve Accounting /Approval Plan	D	B	Y	NA	Y	NA	Y	NA	Y
4	Rules committee – John, Bob, and Darrell, plus new person	D	B	Y	NA	Y	NA	Y	NA	Y
5	Adjourn									

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Respectfully submitted,



John F. Painter
HOA Board Secretary and Treasurer