



QUARTERLY MEETING AGENDA –
MEETING MINUTES

January 9, 2024 @ 5:30 pm

Virtual meeting via Zoom (5:20 check-in)

<https://us06web.zoom.us/j/85240611296?pwd=xgWH4t4AjizbiDDW5QLViWZtrHuEje.1>

Meeting ID: 852 4061 1296 Passcode: 981700

By phone: +1 253 205 0468 or +1 720 707 2699

MUST BE PRESENT VIA ZOOM

Please see HOA website for Proxy Voting Form

1. Call to Order. 5:34pm
2. Proof of Notice of Meeting. *Mailings to all members more than 10 days prior, post office sign, Facebook reminders, emails reminders, website banner*

Amend the Agenda – move election of officers to first item on the agenda, motioned by Kesslyn, seconded by Annette, motioned carried 5-0

President - nomination Kesslyn, VP - nomination Fred, Raechel, Treasurer - nomination Annette. Vote Pres - Kesslyn (5-0), VP - Fred (4) Raechel (1), Treasurer - Annette (5-0).

3. Approval of Minutes of Preceding Meetings.
 - a. Minutes of Annual Meeting held November 9, 2023
Read meeting minutes. Approval of minutes (moved by Annette, seconded by Fred, approved 5-0)

4. Reports.

- a. President - 2 work sessions since last meeting. Work done on fee schedule.
- b. Vice President - None
- c. Treasurer – Review 2023 Year-End Statements (Attachment A) – Reviewed as a group, net income was higher than budgeted for 2023

5. Waiver and Permit Requests.

- a. 2024 ANNUAL BUSINESS REGISTRATION APPROVAL
1 Business Application. Denali Log Inn B&B. Motion to approve by Annette, seconded by Fred. Approved 5-0.

6. Committee & Unfinished Business.

- a. Road Committee (Jennifer)
 - i. Update – members, guiding document, Facebook
Showed guiding documents, asked for more members to join, using facebook as a tool to get feedback about roads
- b. 2024 Dues and Past Dues (Kesslyn)
 - i. 2024 dues sent out February 1st
 - 1. Requests for monthly installments
 - 2. Procedure for collecting dues (Attachment B)
 - ii. Small Claims and Collection Agency Update
Dues will be sent out Feb 1. There has been a request for monthly installments. Showed the procedure for collecting dues. Small claims action has not been started and collections have not been started. One of the past dues that was almost 3 years past was paid so now we have only two lot owners with dues that are almost 3 years old that may need to go to Small Claims Court.
- c. FY25 Borough grant application (Jennifer)
 - i. IRS Tax-Exempt Designation Letter
 - ii. Procure a \$90,000 Bill of Quantities Estimate for Grant Application due March 1
We have not received IRS Letter yet. We will be working to procure a Bill of Quantities Estimate for \$90,000 for road improvements. The application is due Mar 1.
- d. 2024 Budget (BOD Vote) (Attachment C) (Kesslyn)
During the last meeting we did not adopt the budget before ratifying the budget. Motion was made to adopt the budget by Annette seconded by Fred. Motion carried 5-0.
Members were asked to ratify the budget by saying if they rejected the budget. There were no rejections.

- e. Developing a Fee Schedule (Attachment D & E) (BOD Vote in Meeting) (Members Vote via Online Software after Meeting) (Kesslyn)
 - i. a Late Payment Fee
 - ii. a Fee for Violation of Declaration
 - iii. a Fee for Repeat Violation

Discussed a new late payment fee of 10% if not paid before April 15 and 1% for every additional month late. Discussed fee assessed to the lot owner of expenses of resolution for violation of declaration. Discussed fee for repeated violations of the declaration. Members commented and it was decided to further discuss the fees assessed for declaration violations at future work sessions. Motion was made to adopt the fee schedule with just the late payment fee and annual dues. Motion was made by Annette and seconded by Fred. Motioned carried 4-1.

Members were reminded how to vote with the online voting. Members were told that the Voting ballots would be sent out the next day.

7. New Business.

- a. Insurance and GoDaddy Annual Renewals (Jennifer)
Renewals went through, asked members with General Liability insurance to touchbase and help the policy renewals
- b. Board role elections (Kesslyn) (MOVED TO TOP OF AGENDA & MEMBER COMMENTS)

Next Meeting Date. *Next meeting is a work session for preparing for the borough grant Jan 23 at 5:30. This will focus on planning for road improvements. Next quarterly meeting will be April 16 at 5:30.*

8. Final Member Comments.

There was a comment that the election of officers only elected a Treasurer instead of a Secretary/Treasurer. There was another comment that the monthly installment choice for dues did not have any procedures decided so something will have to be done to make sure it is fair for all.

Election of Secretary/Treasurer: Nominations were requested for Secretary/Treasurer. Annette was nominated. Kathleen Kelly was nominated. Kathleen declined the nomination. The vote for Annette was 5-0.

Meeting was adjourned at 7:20pm

Tri-Valley Subdivision Homeowners Association, Inc.

A handwritten signature in cursive script that reads "Annette Ziegman". The signature is written in dark ink and is positioned above the printed name.

Annette Ziegman, Secretary