



## The Bluffs Homeowner's Association Board Meeting: July 11, 2022

President Chris Patton called the meeting to order at: 6:15 pm at the home of: Lynne Stefonik

Board members attending: Chris Patton, Brad Collins, Imi Mager, Lynne Stefonik, Linda Pacheco.

The last month minutes were approved by consensus on email.



Read this month's Agenda from the Time Line:

- Secretary- send “Breaking News” Email to residents.- Lynne
- Treasurer- begin drafting budget for 2023- Laura
- Deliver *Welcome Packet* to new neighbors

CCC report: No report

ACC report: Three new fences were approved on Whispering, Valencia, and Whispering Terrace

Old Business:

### 1. Annual Meeting To-do List:

- Facility/Food/Utensils/Plates/Tables/Chairs-Linda and Andy: Room rental and food will cost \$700.00. Menu looks good and costs about \$5.00/person. Room rental is \$350.00. The deposit has been put down and the American Legion Post 209 is reserved for September 11. Lynne will ask HOA residents for an RSVP.
- Ballot-Lynne: This will be typed up, sent to Board members for approval, and 144 copies will be made for the Annual Meeting.
- Meeting Agenda-Chris: The usual meeting agenda will be followed, except information will be generalized to reflect 2022. Lynne will discuss highlights of the last Board Meeting, the Treasurer will present the new budget, Linda will explain how CCC went

this year, Imi will explain how ACC went this year, Chris will discuss Old and New Business.

- Reminder email to HOA residents-Lynne: This will be sent out the last week in July
- Mail postcards to residents announcing Annual Meeting-This was completed by the third week of July.
- Microphone- At our meeting site.
- Attendance Sheet-Lynne will have this ready.
- Nametags- Lynne will provide these.
- Signs in neighborhood-???
- Payment to the Treasurer-???
- Job Descriptions- Lynne will put one copy of these on each table
- Request for 2023 HOA Dues payment-???
- Other-???

2.) Yard Sale- 3 residents responded. The Yard Sale is cancelled this year. There must be 10-12 residents interested to make advertising worth the expense of time and money.



Read next month's Agenda from the Time Line

- Make sure things are prepared for the Annual Meeting.
- Send email reminder about Annual Meeting/Dues payment at meeting.
- Review Budget for 2023 that will be presented at the Annual Meeting.
- Welcome new neighbors and invite them to the Annual Meeting.

New business:

- *(Bylaws- George was unable to come due to illness, so this section of the Agenda was postponed to August 15, 2022.*
- *Determine procedure for reviewing the Proposals for the Bluffs HOA Bylaws.)*

**Procedural reminder:**

Review that decisions, correspondence and process follow the “Dispute Resolution and Responsible Governance Policies”.

All correspondence with Homeowners MUST USE THE OFFICIAL BLUFFS HOA STANDARD LETTERS AND NOTICES.

This procedure will ensure that all pertinent information is conveyed, and that all Legal Responsibilities are fulfilled.

**Procedural reminder:**

***Section 3. QUORUM.***

*A simple majority of the ten (10) Directors/Committee Members shall constitute a quorum for transaction of business. Every act or decision made by a majority of the Directors/Committee Members present shall be regarded as an act of the Board.*

*ACC & CCC can still make decisions at a non Quorum meeting since they make their own determinations. A board vote is not required.*

**Secretary:** Save a copy of the minutes and treasurer's report. Post the approved minutes of the previous month on the web site.

**ACC Chair:** File ACC Request forms and building plans in the binder.

The board motioned and seconded to unanimously approve all actions and activities of the ACC and CCC committees by: Lynne and Brad

**The next board meeting will be held: August 15, 2022 at the home of Linda Pacheco, 2705 Avondale Dr., 6:00 pm.**

Meeting is adjourned by consensus at: 7:40 pm

Respectfully submitted,

Lynne Stefonik  
Secretary