

County Downs Homeowners Association
Board of Directors and Officers Meeting Minutes
January 10, 2024

I. MEETING DETAILS

Chairperson: Todd Rauch, President of the Board

Secretary: Jennifer Weable

Date: 1/10/2024; **Time:** 6:00 PM

Location: County Downs Clubhouse; **Street Address:** 7817 Chesley Drive

City: Columbia; **State:** MO **Zip Code:** 65202

II. ROLL CALL

1. Doug Weable, Vice President of the Board
2. Aubrey Smith, Board Member
3. Sammi Gregory, HOA President
4. Chase Morrow, HOA Vice President
5. Pat Steuber, Treasurer

III. CALL TO ORDER: Meeting called to order at 6:04 PM

Approval of today's HOA Board Meeting Agenda – **Approved**

<p>County Downs Homeowners Association Board of Directors Meeting Agenda January 10, 2024</p>
<p>I. MEETING DETAILS</p> <p>Chairperson: Todd Rauch, President of the Board Secretary: Jennifer Weable Date: 1/10/2024; Time: 6:00 PM Location: County Downs Clubhouse; Street Address: 7817 Chesley Drive City: Columbia; State: MO Zip Code: 65202</p>
<p>II. ROLL CALL</p>
<p>III. CALL TO ORDER</p>
<p>IV. TREASURER'S REPORT, Pat Steuber</p>
<p>V. OLD BUSINESS</p> <ol style="list-style-type: none">1. 2024 Projects (Jen)2. Clubhouse Rental Oversight Committee<ol style="list-style-type: none">i. Procedure Booklet for Board Review (Pat) – Action item from November board meetingii. Rotation Schedule (Doug)iii. Responsibilities (Doug)<ul style="list-style-type: none">• Monitor County Downes email account and respond accordinglyiv. Rental Checklist (Todd)3. Budget<ol style="list-style-type: none">i. Update on Delinquent Members/Communication (Sammi)ii. Cost of Lien, Changes to Covenants, and Changes to Bylaws (Pat)iii. Legal Fees4. Pending Legal Actions<ol style="list-style-type: none">i. Documentation requirements for Jose (Todd)5. Committee for Rewriting By-Laws6. Rewrite "Covenants Subdivision Block 3"7. Dam Access Update8. Reporting Changes to Covenants to the County
<p>VI. NEW BUSINESS</p> <ol style="list-style-type: none">1. Website Updates (Doug)2. Recruit New Webmaster (Doug)3. Recruit New Treasurer (Doug)4. Quarterly Newsletter (Sammi)5. Monthly Happy Hour (Todd)
<p>VII. OTHER ITEMS</p>
<p>VIII. ADJOURNMENT</p>

County Downs Homeowners Association
Board of Directors and Officers Meeting Minutes
January 10, 2024

IV. **TREASURER'S REPORT, Pat Steuber**

Available on the County Downs website: [Treasurer's Report - 1/10/2024](#)

V. **OLD BUSINESS**

1. **2024 Projects (Jen)** - Discussed removing projects from standing agenda and creating a spreadsheet. Jen presented spreadsheet with a list of current projects. Suggestions to add columns for estimated cost, final cost, assessment required, etc. Spreadsheet will be added to County Downs website for transparency.

ACTION ITEM:

- Jennifer to update spreadsheet accordingly and provide to Pat for updating website.

2. **Clubhouse Rental Oversight Committee**

- i. Procedure Booklet for Board Review (Action item from November board meeting) – In progress to include checklist and responsibilities.
- ii. Rotation Schedule – Developed on call rotation per the following:

Month	On Call
January	Doug Weable
February	Todd Rauch
March	Chase Morrow
April	Jennifer Weable
May	Aubrey Smith

- iii. Responsibilities (On Call)
 - Monitor County Downs email account and respond accordingly
 - Website (Calendar)
 - Invoice
 - Meet member at clubhouse before event to give key to clubhouse
 - Meet member at clubhouse after event to inspect and get key back
- iv. **Rental Checklist** – Already an existing checklist; needs to be reviewed and updated as needed.
- v. **Locks/Keys** – Discussion about changing locks to clubhouse and determining best method for providing members with access when it has been rented. Monitor for issues in abusing the use of clubhouse with existing lock/key. Further discussion on hold until a later date.
- vi. **Proposal to Change Amount and Method of Charging for Clubhouse Rental - APPROVED**
 - Half Day (4 or less hours): \$50.00
 - Whole Day (4 or more hours): \$100.00 – Should we define what more hours means? Up to

ACTION ITEMS:

- Leadership to continue working on procedural book to include responsibilities and rental checklist.
- Review rental checklist and provide feedback via email. After verbiage is finalized, post to website.
- Sammi to include information in her newsletter.

County Downs Homeowners Association
Board of Directors and Officers Meeting Minutes
January 10, 2024

3. Budget

- i. **Update on Delinquent Members/Communication** – Sammi sent communication to delinquent members. Since that communication went out two members have made payments. Members will need to consistently make payments. If they stop making payments, they can no longer utilize common areas, including clubhouse, beach, and lake until dues and assessment (if applicable) are made in full.
- ii. **Cost of Lien, Changes to Covenants, and Changes to Bylaws** -Filing fee at recorders \$24 for first page and \$3 for each page after, typically two pages.
- iii. **Legal Fees** - We are going to need additional money for legal fees and, especially if we cannot get outstanding dues/assessments paid, we will need to put out a special assessment to cover the legal fees. Block III members would be responsible for paying the special assessment since they are the

ACTION ITEMS:

- Sammi to send follow-up communication to delinquent members with specific amount owed.
- Sammi to inquire about requirements for filing a lien and communicate back to leadership group via text.
- In our next board meeting, we will discuss establishing deadline for full payment of dam assessment.
- Sammi to include information about legal proceedings and possible special assessment in her newsletter. In the newsletter, refer members to the website for additional information on the legal proceedings.

- 4. Pending Legal Actions (Documentation Requirements for Jose)** – Doug is the primary contact for sending documentation to Jose so that there are not multiple people contacting the attorney. This will keep the cost down for the association.

ACTION ITEM:

- Doug will reach out as needed to other board members as well as officers if he needs additional assistance.

- 5. Committee for Rewriting By-Laws** – We need someone responsible for updating the by-laws.

ACTION ITEM:

- Sammi to ask for volunteers in her newsletter.

- 6. Rewrite “Covenants Subdivision Block 3”** – We need someone responsible for updating the covenants. At a minimum we need to update the annual dues from \$60 to \$125 as soon as possible.

ACTION ITEM:

- Sammi to inquire about requirements for updating covenants for annual dues.
- Sammi to ask for volunteers in her newsletter.

County Downs Homeowners Association
Board of Directors and Officers Meeting Minutes
January 10, 2024

7. **Dam Access Update** – No update on dam access until lawsuit is settled. We will communicate with all HOA members after a legal decision has been met.

ACTION ITEM: Jennifer to remove from future agendas.

8. **Reporting Changes to Covenants to the County** – See item ii under section 3 for Budget for details on cost.

VI. **NEW BUSINESS**

1. **Website Updates** – Several items including board members, officers, and on call need to be updated.

ACTION ITEM:

- Pat to update website with current board members and officers as well as new on call schedule.

2. **Recruit New Webmaster** – Chase volunteered to take over updating the website.

ACTION ITEM:

- Pat to provide credentials and guidance to Chase for updating.

3. **Recruit New Treasurer** – We need someone to takeover for Pat as he has been the treasurer for many years. While trying to get a volunteer, Pat is going to offset some of the duties by having the leadership group handle clubhouse rentals.

ACTION ITEM:

- Pat to investigate process for getting leadership group access to invoicing system. Special instructional meeting to be set up soon.

4. **Quarterly Newsletter** – Sammi has suggested sending a newsletter to members to include the following as well as other items from today's meeting:

- i. Legal Update
- ii. Website
- iii. Raising Due – Vote Passed in October
- iv. Information about Upcoming Meeting

ACTION ITEM:

- Sammi to compose newsletter for sending to HOA members via USPS.

5. **Monthly Happy Hour** – First Thursday in March (March 7) – Need to determine a time.

ACTION ITEM:

- Sammi to include information about the happy hour in her newsletter.

VII. **OTHER ITEMS – Next meeting to be held on Wednesday, February 7 at 6:00 PM.**

County Downs Homeowners Association
Board of Directors and Officers Meeting Minutes
January 10, 2024

VIII. **ADJOURNMENT – Meeting adjourned at 8:16 PM**

Minutes approved by the Board of Directors.

Jennifer Weable

Jennifer Weable, Secretary

02/07/2024

Date