

County Downs Homeowners Association
Board of Directors Meeting Agenda
February 7, 2024

1. MEETING DETAILS

Chairperson: Sammi Gregory, President

Secretary: Jennifer Weable

Date: 2/7/2024; **Time:** 6:00 PM

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

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

2. CALL TO ORDER

Meeting officially called to order at 6:15 PM by the President.

3. ROLL CALL

Present:

1. Todd Rauch, President of the Board
2. Aubrey Smith, Board Member
3. Sammi Gregory, President
4. Chase Morrow, Vice-President
5. Pat Steuber, Treasurer
6. Jennifer Weable, Secretary

Absent:

1. Doug Weable, Vice-President of the Board

4. APPROVAL OF LAST BOARD MEETING'S MINUTES

Motion by Todd Rauch, seconded by Aubrey Smith, to approve the minutes for the January 2024 Board Meeting. Motion carried at 6:16 PM.

5. OFFICER REPORTS

1. President

Sammi Gregory reported at 6:17 PM per the following:

- i. Draft of newsletter ready for review.
- ii. A lien placed against houses for members not paying dues and/or special assessments would require legal representation.
- iii. Number of Fire Hydrants in Neighborhood (Member Concern) - only one fire hydrant in the neighborhood – what is the requirement?

ACTION ITEMS:

- ☐ Chase to investigate fire hydrant requirement for Boone County and report back in next board meeting.

2. Vice-President

Chase Morrow reported at 6:24 PM per the following:

- i. Zoho calendaring is not working for him. Pat clarified that he changed to using Team Up at no additional cost for the calendaring.
- ii. Website

ACTION ITEMS:

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- ☐ Chase to organize minutes into folders by year.
- ☐ Chase to add cell phone numbers on website to on call rotation.

3. Treasurer

Pat Steuber reported at 6:30 PM per the following:

- i. Treasurer's report is available on the County Downs website: [Treasurer's Report - 02.07.2024](#)
- ii. Zoho email account is to be used for all association communications going forward.

4. Secretary

Jennifer Weable reported at 7:02 PM per the following:

- i. Reviewed email communication sent by Doug in lieu of attending meeting because of illness. Items discussed were suggested changes to clubhouse rental agreement as well as status of pending lawsuit.

6. COMMITTEE REPORTS

1. Clubhouse Rental Oversight Committee

- i. **Updates to Rental Agreement** – Pending; once approved the document will be mailed with the invoice to the member.

ACTION ITEMS:

- ☐ Pat to draft update to existing rental agreement and provide for review
- ii. **Rotation Schedule** - Rotation schedule has been added to the website. All included in on call rotation have approved having their personal cell phone number added to the website.
- iii. **Responsibilities** – Clarifications from Pat:
 - i. Anything that comes into the email during your on call should be handled by you.
 - ii. Prior to approving booking, determine if member is in good standing.
 - iii. Invoice should be sent out as soon as possible with a due date for payment three days prior to event.

- iv. **Clubhouse Rate Increase** – Rate increase that was approved in the last meeting will be communicated as effective April 1, 2024, with all new bookings at the new rate.

ACTION ITEM:

- ☐ Sammi to update information in newsletter accordingly.

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7. OLD BUSINESS

1. **Budget** – Nothing additional discussed outside of Treasurer’s report.
2. **Pending Legal Actions**
 - i. There is no additional documentation available to turn over to attorney.
 - ii. Clarification of voting members.
3. **Committee for Updating By-Laws** – Aubrey volunteered to lead the committee to update the By-Laws.
ACTION ITEM:
 - ☐ Sammi to ask for volunteers in newsletter.
4. **Committee for Updating “Covenants Subdivision Block 3”** – Aubrey volunteered to lead the committee to update the Covenants.
ACTION ITEM:
 - ☐ Sammi to ask for volunteers in newsletter.
5. **Quarterly Newsletter** – Discussed additional topics to be included in newsletter.
ACTION ITEM:
 - ☐ Sammi to make discussed updates to newsletter and distribute.
 - ☐ Todd to provide copies for distribution.
 - ☐ Pat to provide door hangers.
 - ☐ Sammi to distribute to member houses as well as send via email.

8. NEW BUSINESS

1. **Sign at Front of Neighborhood**
ACTION ITEM:
 - ☐ Todd to check cost associated with burning County Downs into existing wood and report back in next month’s meeting.

9. OPEN FORUM – Nothing to report.

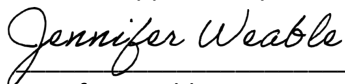
10. NEXT MEETING DATE

The next Board meeting is scheduled for March 6, 2024 at 6:00 PM.

11. ADJOURNMENT

The Board meeting adjourned at 7:41 PM.

Minutes approved by the Board of Directors.



Jennifer Weable, Secretary

03/06/2024

Date