

County Downs Homeowners Association  
Board of Directors Meeting Minutes  
November 15, 2023

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**I. MEETING DETAILS**

**Chairperson:** Todd Rauch, President of the Board

**Secretary:** Jennifer Weable

**Date:** 11/15/2023; **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. Pat Steuber, Treasurer

**III. CALL TO ORDER: Meeting called to order at 6:03 PM**

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

County Downs Homeowners Association Board of Directors Meeting Agenda November 15, 2023	
<b>I. MEETING DETAILS</b>	<b>Chairperson:</b> Todd Rauch, President of the Board <b>Secretary:</b> Jennifer Weable <b>Date:</b> 11/15/2023; <b>Time:</b> 6:00 PM <b>Location:</b> County Downs Clubhouse; <b>Street Address:</b> 7817 Chesley Drive <b>City:</b> Columbia; <b>State:</b> MO <b>Zip Code:</b> 65202
<b>II. ROLL CALL</b>	
<b>III. CALL TO ORDER:</b>	Approval of today's HOA Board Meeting Agenda
<b>IV. TREASURER'S REPORT, Pat Steuber</b>	
<b>V. OLD BUSINESS</b>	<ol style="list-style-type: none"><li>1. 7805 Pembroke Ct. Lakefront Property – ON HOLD</li><li>2. 2023 Projects – ON HOLD<ol style="list-style-type: none"><li>i. Clubhouse Window Replacement</li><li>ii. 7805 Pembroke Ct Wall</li></ol></li><li>3. Raising Annual Dues – ON HOLD</li><li>4. Clubhouse Rental Oversight Committee – ON HOLD</li><li>5. Spraying the Common Area – ON HOLD</li><li>6. Seeding the Dam</li><li>7. Mowing the Back Side of the Dam – ON HOLD</li><li>8. Budget</li><li>9. Pending Legal Actions (Status Update)</li></ol>
<b>VI. NEW BUSINESS</b>	<ol style="list-style-type: none"><li>1. Brief New Board Member, Aubrey Smith, on Pending Association Business</li><li>2. New Association Officers</li><li>3. Otters</li><li>4. Committee for Rewriting By-Laws</li><li>5. Rewrite "Covenants Subdivision Block 3"</li><li>6. Dam Access Status Update</li><li>7. Reporting Changes to Covenants to the County</li><li>8. 7913 N Cavendish Ct</li></ol>
<b>VII. OTHER ITEMS</b>	<ol style="list-style-type: none"><li>1. Review Annual Meeting Minutes for Possible New Business Items</li></ol>
<b>VIII. ADJOURNMENT</b>	

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

Available on the County Downs website: [Treasurer's Report - 11/15/2023](#)

V. **OLD BUSINESS**

1. 7805 Pembroke Ct. Lakefront Property – ON HOLD

**ACTION ITEM:** Jennifer to remove as a separate agenda item.

2. 2023 Projects – ON HOLD FOR PENDING LITIGATION

- 1) Clubhouse Window Replacement
- 2) 7805 Pembroke Ct Wall
- 3) Lili Pad Spraying
- 4) Spraying the common Area
- 5) Mowing the Back Side of the Dam

**ACTION ITEM:** Jennifer to change to 2024 Projects for future agendas. Jennifer to create a project spreadsheet for posting on website for visibility to members.

3. Raising Annual Dues – Complete

Vote to raise 2024 annual dues from \$100 to \$125 in 2024 was passed at the 2023 annual board meeting.

**ACTION ITEM:** Jennifer to remove from future agendas.

4. Clubhouse Rental Oversight Committee

Need to relieve Pat of some of the responsibilities associated with clubhouse rentals. Beginning in January, implement an on-call rotation with a back-up for clubhouse rentals. Members would still need to reserve clubhouse via website. Pat can then give approval once paid for member to be given key. Someone needs to meet with member to give them the key and have them understand the expectations of using the clubhouse. Meet the member again after event to inspect condition of clubhouse. Any damage or clubhouse not back in expected condition, what are the repercussions?

**ACTION ITEMS:**

- Pat to create a procedure booklet for board review.
- Jennifer to add to January board meeting agenda to discuss with officers.

5. Spraying the Common Area

**ACTION ITEM:** Jennifer to remove as separate agenda item and add to project list above as well as to project list spreadsheet.

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6. Seeding the Dam – Complete

**ACTION ITEM:** Jennifer to remove from future agendas.

7. Mowing the Back Side of the Dam

**ACTION ITEM:** Jennifer to remove as separate agenda item and add to project list above as well as to project list spreadsheet.

8. Budget

- 1) Sizable Outstanding Money Owed
  - i. Kylie Murray
  - ii. Andrea Hancock
  - iii. Zomawia & Mawi Hualngo
- 2) Restrict Usage of Common Areas
- 3) Possible Need to Change Clubhouse Locks
- 4) Place a Lien on Property
  - i. Determine cost of lien
  - ii. After cost of lien is determined, board needs to compose a letter to each of the above individuals stating they need to be continuously paying a certain amount each month. Determine effective start date and if nothing received by the 5<sup>th</sup> day of each month, we would place a lien against their property. Need to include reference to covenants for placing a lien against their property.

**ACTION ITEMS:**

- Pat to find out how much the cost is for placing a lien again a property.
- Doug to draft lien letter for delinquent members.
- Pat to provide latest account to include with letter to the member.
- Goal is to send to members by the end of the year.

9. Pending Legal Actions (Status Update)

Last action with attorney was sending requested items on September 22, 2023 per the following:

- Survey of lake from Brush & Associates
- Member list with mandatory/optional members identified

**ACTION ITEM:** *No further action at this time.*

VI. **NEW BUSINESS**

1. Brief New Board Member, Aubrey Smith, on Pending Association Business

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2. New Association Officers – Term to serve January 1, 2024 – January 1, 2025
  - 1) President: Sammi Gregory
  - 2) Vice-President: Chase Morrow
  - 3) Secretary: Jennifer Weable
  - 4) Treasurer: Pat Stueber – Pat has requested that we discuss getting a treasurer to replace him in January of 2025; have an assistance shadow him in 2024.

**ACTION ITEMS:**

- Todd and Doug to draft letters to offer positions to newly appointed and incumbent association officers.
- Board to determine date for January meeting and Todd will communicate with Sammi and Chase
- Pat has requested that we discuss getting a treasurer to replace Pat.

3. Otters

**ACTION ITEM:** Todd to contact Todd M. to see if he has seen any additional evidence of otters on the lake.

4. Committee for Rewriting By-Laws - Create committee to amend the by-laws. Updating the by-laws will require a member vote.

**ACTION ITEM:** Pat to inquire about procedure and cost to update.

5. Rewrite “Covenants Subdivision Block 3” – Create a committee to amend the covenants. Updating the covenants will require a member vote. At a minimum, we need to amend how much is to be paid annually by members. Need to update number from \$60 to \$125.

**ACTION ITEM:** Pat to inquire about procedure and cost to update both by-laws and covenants.

6. Dam Access Status Update

Pat spoke to Kenny Mohr, Boone County Assessor, who provided two plat maps. Board reviewed plat 1, which they decided not to move forward with. Reviewed second plat created. To understand access, you must review both plats. Confirmed road to dam is platted as a public road that can be used to access dam. Property west of public road is HOA Common Area.

**ACTION ITEM:** *The Board is currently investigating access to the dam for clarification to all members of the HOA. Further discussion will continue at the next Board meeting.*

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7. Reporting Changes to Covenants to the County

**ACTION ITEM:** Per above, Pat to inquire about process and cost to submit changes.

8. 7913 N Cavendish Ct

Member brought up concern over association fees not being posted on Internet. Verified listing does have annual association fees of \$100; contacted listing agent to inform them that fees are increasing to \$125 in 2024.

**ACTION ITEM:** No further action needed.

VII. **OTHER ITEMS**

1. Review Annual Meeting Minutes for Possible New Business Items

**ACTION ITEM:** *No further action needed.*

2. County Downs Email Account – Pat is requesting that whoever is on call for the month for the clubhouse also monitor the County Downs email account and respond to correspondence.

**ACTION ITEM:** All agree that this should be included to offload some of the work from Pat.

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

**Minutes submitted by:**

Jennifer Weable, HOA Secretary

**Approved by:**

- ✓ Todd Rauch, President of the Board
- ✓ Doug Weable, Vice President of the Board
- ✓ Aubrey Smith, Board Member