

**Windy Hill Farms Homeowners Association, Inc.**

**Board of Directors Meeting Agenda**

**Tuesday, November 17, 2020 at 6:00 pm**

**Zoom Conference**

**1. Call to Order:** Meeting was called to order at \_6:03\_p.m.

**2. Roll Call:**

A. Establish Quorum- Quorum was established with 4 members of the board in attendance.

B. Proof of Notice – Emailed on 11/6/2020 and posted to community website.

C. Introduction of Board Members & Community Manager:

Present  Not Present  Chad Yeary President

Present  Not Present  Carl Telthorst Secretary

Present  Not Present  Eric Kristiansen Member

Present  Not Present  Rajesh Jyothiswaran Vice President

Present  Not Present  Barbara Klingler Treasurer

Present  Not Present  Julie Watson, Community Mgr.

**3. Approval of meeting minutes** – \_\_ read the July 2020 meeting minute. A Motion was made by \_\_Rajesh\_ to approve the meeting minutes, seconded by \_\_Barbara\_, with All in favor the motion was carried.

**4. Financial Review/Treasurer's Report** – **Operating** \$35,996.86 **Reserve** \$103,912.29

a. AR 06-30-2020: \$16,273.67 AR 09-30-2020: \$14,991.20 Difference \$1,282.47

**5. Community Mgr. Report:**

a. Annual meeting space is open, still limit in gathering size. Annual meeting is TBD.

b. 2020/2021 Annual meeting options

i. Combine 2020/2021 annual meeting – Schedule for March 2021

ii. Hybrid meeting preferred. Meeting will be hosted via zoom with the option of coming in person. Will host electronic voting, mail in ballot, and absentee votes.

iii. Retrieving Bids for electronic voting (So far bids range from \$300 to \$900 depending on services chosen)

c. Admin Calendar – Review and approve dates

i. Dates approved – added to community website and meeting dates will be reserved with Spectrum.

d. Transition property to Julie (Community Manager)

e. Holiday Lights- to be installed November 22

i. Board member to remove lights from storage or unlock storage closet before Sunday 11/22

ii. Power source

1. There is power at the club hours and signs

2. West entry – we use back porch plug on two corner houses. Need to reach out to them to inform them of plugging in on Sunday

3. In the past we have given them \$100 Amazon gift cards – get home addresses and reach out to homeowners.

f. Landscaping behind Sarah Way along creek and Justin Rd.

1. Due to safety concerns and this area being a forested area with intention of natural growth the areas will not be maintained

2. Reach out to attorney to draft an addendum stating HOA areas that are maintained and HOA areas that are not maintained.

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3. Waiting for photos regarding trees behind Justin Rd that may cause damage to homeowner's houses.

g. C&B

- i. Arrange walk through with C&B to walk heritage parkway along the wall and to go over landscaping plans, review entrance monuments landscaping, etc.
- ii. Arrange walk of forested area to go over areas maintained and areas not maintained

h. Bridges

- i. Bridges need some attention
- ii. Get quote from handyman that did work in the past look for other quotes as well

i. Brick walls short and tall

- i. Review plat maps to establish ownership
- ii. Speak to attorney if needed about any possible liability
- iii. HOA maintains to ensure beautification of community as a whole

j. Community Manager Monthly Drive

- i. First week of each month is the goal
- ii. December 3, 2020 – property walk with Board and C&B – email sent 11/18 to schedule

k. Reserve Study

- i. Reserve study done in 2018
- ii. Review recent reserve study to understand their suggestions, etc.

**6. Ratify prior actions:**

- a. Board approved tree trimming from Greenbelt into 121 Sarah Way
- b. Board approved repair to fence and removal of tree from Greenbelt at 728 Ashley
- c. Board approved tree removal from Greenbelt at 125 Sarah Way
- d. Board approved a meeting with the Attorney regarding an annual meeting.
- e. Board approved re-imbusement for website expenses.
- f. Board approved trimming of tree from Greenbelt at 140 Collin Ct.
- g. Board denied limb removal from HOA area behind 125 Sarah Way
- h. Board denied fence removal from 312 Elizabeth trail
- i. Board approved re-imbusement for Christmas Tree Competition Signs
- j. Board approved re-imbusement for mosquito treatment

**7. Committee Reports:**

- a. Architectural Control Committee – no updates at this time
- b. Social Committee –
  - i. Social event (Waffle Social) E-Blast sent 11/13/2020 and 11/20/2020.
  - ii. Holiday Lights Competition – E-Blast to be sent last week of November

**8. Old Business Still on the Table:**

- a. Annual Meeting- All positions to be voted at the March 2020/2021 Annual Meeting
- b. Heritage Parkway Landscaping Upgrade-
  - i. Spring 2021

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- ii. Schedule walk through with C&B

**9. New Business:**

- a. Pool Shade – one bid received, one declined to bid, two do not offer service.
  - i. Collect more bids
- b. 2021 Meeting Dates: Administration Calendar
  - i. Approved
- c. Reserve Study

**10. Homeowner Forum:**

**11. Executive session:**

- a. Aging:
  - i. Discuss sending all accounts with a delinquent balance that also include assessments to the attorney. Account numbers are as follows: accounts over \$700
    - 1. No Accounts meeting criteria currently
  - ii. Discuss current accounts at the Attorneys office
    - 1. no new updates have been received.
  - iii. Violations
    - 1. No outstanding violations
    - 2. Anything you want to focus more on?
      - a. Cars parked in front of homes – Possible car shop or trading occurring
  - iv. Write off requests
    - 1. None

**12. Motions following Executive Session and summary**

**13. Adjournment** – Meeting adjourned at 7:03 pm.