

Summit Hills Architectural Planning & Street Maintenance Association

HOA Board Minutes

2/22/2021 10:00 a.m.

The Coronavirus has made physical board meetings impossible. All HOA business has been conducted with emails and video conferencing among the board members. The following board members were involved in the video conferencing meeting: Carol Richardson, Brandi Armenta, Lisa Satterfield

- **Bills**
Reviewed bills via email and signed checks by drop off and pickup arrangements.
- **GUARDRAIL UPDATE:**
Lisa is writing a letter to the lot owner responsible for the damage done by his construction company. The board will be reviewing it and it will be sent to the homeowner.
- **CONSTRUCTION ROAD USE:**
The board discussed ways to incorporate some sort of agreement to be signed by lot owners/construction company for new constructions and remodels. Carol has done some extensive research on possible ways to incorporate a written agreement of sort and construction fee for new home constructions in the near future. The board is in the process of reviewing different ideas and suggestions of how to apply this.
A draft of this agreement is in the process and will soon be presented for review.
- **UNPAID ASSIGNMENTS DUES:**
We have many past due assessments to collect and have had numerous lot owners that we haven't had a response from despite continuing letters, emails etc.... Carol and Lisa are in the process of drafting another letter to these owners notifying them of late fees and interest that will be applied. We will be sending some of these letters certified as some are very past due and we can't seem to get a response from these lot owners. Board will review these letters and determine date to be sent.
- **SIGN AT THE MAILBOXES:**
We have received \$300 in donations to put towards the sign repair. We discussed sending a friendly reminder to lot owners to see if more funds can be gathered up. One option would be to include it with a general HOA update.
- **OTHER:**
There are some dead trees by the Summit Hills sign at the mailboxes that are being addressed by the board. We believe they are on an easement and will be following up to determine if so, and have them removed. The board is going to contact the homeowner on the joining property to discuss possible options. One option discussed would be for the homeowner to remove the trees in trade for his current late assessment dues.

Brandi Armenta

Summit Hills HOA Secretary