

SWANSBORO COUNTRY PROPERTY OWNERS' ASSOCIATION

Board of Directors Meeting

Date: July 15, 2021

Meeting Minutes

1. CALL TO ORDER

The meeting was called to order by President Karen Pullin at 6:33 PM. Present at roll call were Directors: Pullin, Beacham, Lattanner, Strick, Kirkpatrick, Van Dusen and Janca. Rick LaFrance from The Management Trust also attended.

2. CONFIRMATION OF THE MEETING AGENDA POSTING

Management confirmed the meeting agenda had been posted in the common area at least four days prior.

3. APPROVAL OF PREVIOUS MINUTES –

The 5/20/21 prior meeting minutes were reviewed and approved (7/0). There was no June meeting.

4. ANNOUNCEMENT OF ACTIONS TAKEN AT PRIOR EXECUTIVE SESSIONS

Management announced the actions taken at prior Executive Sessions:

On 5/20/21 the Board held a disciplinary hearing regarding an excessive number of animals on a property. The Board ruled to reduce the number of animals to six or less within six weeks or the Board will seek legal recourse to bring the property into conformance with the DC&Rs for the unit address.

On 5/24/21 the Board considered two proposals for general road work (\$59k) and voted unanimously to accept the proposal of Macauley Construction.

On 6/16/21 the Board met in Emergency Executive Session and approved a bid from Macauley to re-pave the Airport Parking Lot (\$34k) by a vote of 4/3. Pullin, Beacham, Strick and Lattanner voted yes, Janca, van Dusen and Kirkpatrick voted no.

5. FINANCIAL REPORT

A. Review/Acceptance of Monthly Financial Statement

The Board reviewed and approved (7/0) the June 2021 financial statement.

B. Reserve Expense Authorization: Two REA's were presented for approval. Both for recent road work by Macauley. The \$59,350 expense (Invoice 11762) was approved. The Board requested the other expense (Invoice \$34,185 for the parking lot, new driveway and gate expansion at the airport to allow access to the runway without using private property and to accommodate emergency vehicles) be charged \$17,838 to reserves and the balance left as an operating expense. Management to obtain a revised REA.

C. Lien approvals – A lien was approved on account: #36432848273

6. MANAGEMENT REPORT

Management presented a written report, a list of action items and a collection report summary.

7. MAINTENANCE REPORT

Kevin Birks gave a verbal maintenance report.

8. Presidents Report

President Pullin read a written report and discussed recent Board Actions.

9. COMMITTEE REPORTS – No written reports were submitted at this meeting.

A. **Common Area** – President Pullin reported on a recent meeting with Capt. Lugo regarding wild fire preparedness and evacuation plans. Captain Lugo suggested a possible Town Hall meeting be held. Captain Lugo also requested a SCPOA owner list/contact information to reach out and assess for the FD of possible assistance needed in emergencies (elderly, disabled, etc.)

10. UNFINISHED BUSINESS

A. Purchase of Maintenance Department Vehicle

Management informed the Board that Kawasaki off road vehicle, which had been approved (7/0) in a prior meeting, could not be insured to drive on the streets in the association. He stated that "off-road" insurance could be purchased separately but not through the TMT/AJG current insurance program. The President directed Management to purchase the vehicle as previously voted on (7/0).

11. NEW BUSINES

- A. Board Organization Meeting** – A motion was made by President Pullin and seconded by Vice President Beacham to not hold an organizational meeting that had been requested by Director Janca for the purpose of removal of President Pullin. Director Janca stated he did not want VP Beacham removed from VP, but from the webpage administrator and did not give a reason "for cause" or otherwise to remove Pullin from the Presidency. The Board voted 4/2/1 (Pullin, Beacham, Lattanner and Strick for, Janca and van Dusen against, Kirkpatrick abstained) to approve the motion.
- B. Placing a Special Assessment on Account #2847886 (Court Judgement Collection)** – Management recommended placing a special assessment on this account for a court ordered judgement from 2018. He had discussed this with the association attorney who had handled the matter for the past two years and she thought there was already a judgement lien on the property placed by the court in favor of the association. The Board requested that Management ask the attorney to confirm the associations interests are protected by a court ordered lien on the property.
- C. Compliance Action (Account 48082)** – The Board voted 7/0 to turn this matter (excess animals on the property) over to the association attorney and request an expected cost since compliance had not been accomplished after the hearing determination compliance date had passed.
- D. Association and Election Calendars** – An association and election calendar were included in the Board Packets. Management asked the Board if they wanted to solicit bids for a third party Inspector of Elections for the elections in February. He estimated the cost at \$2,000 - \$2500 from prior bids. The Board declined and felt that members would volunteer.
- E. Signage for the Airport Parking Area** – The President directed the Maintenance Department to install signage restricting overnight parking in the newly paved airport parking lot unless the vehicle had filed a Request for Extended Stay At Airport Parking Lot form.
- F. Clarification on usage of common area/closures, including the airport** – the President reviewed this matter.
- G. Meeting Cancellations: December 2021 and June 2021** – The President requested cancellation of these meetings due to Holidays and vacation schedules. Management had mentioned that typically the December meetings were cancelled for lack of quorum however the governing documents required monthly meetings if quorum is available. A motion was made to cancel these meeting and as the June meeting date became closer they would decide if it was needed. The motion passed 7/0.
- H. Insurance Renewal Update** – Management confirmed that the present insurance carrier would not be renewing the association policy in November due to risk assessment. The present TMT/AJG policy will not be available. AJG will explore alternative carriers. Management had requested bids from two other brokers at the time of the meeting. The Treasurer expressed interest in changing carriers earlier than November if possible.
- I. Changes in Escrow fees and charges** – Management reviewed the current contractual owner charges for escrow transfer and advised members how to limit optional charges. The President stated a \$409 pre paid assessment was being collected through escrow . Management mentioned that it was standard to collect one or two future assessments for the association due to the time that escrow paperwork takes to arrive at the HOA. Since SCPOA is on a one payment per year plan this currently amounts to \$409. The President felt this was an excessive amount and the association had not directed this amount be collected for future assessments. Management was to investigate.

- J. **Guest:** James Young of Macauley Asphalt gave a report on the recent asphalt projects. He also discussed areas in the community he felt needed new overlay or attention.

12. OPEN FORUM

- Three members felt there was a division between the Board and the pilots with regard to the airport.
- Member Kim Purcell suggested that questions going to the association attorney be done in writing for contextual clarity.

13. ADJOURNMENT – 9:40 PM

Approval of Minutes

Unofficial until approved and signed.

These Minutes were prepared by R. LaFrance, The Management Trust and reviewed by your President.

Board approval confirmed by:

Association Secretary

Date