VILLAGE AT DEER CREEK HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

August 3, 2026 | Zoom Meeting

1. Call to Order

The first formal Board meeting under the Association's current management was called to order via Zoom. The Board proceeded with the meeting with a quorum present.

2. Introductions

Board Members Present: Felicia, Summer, and Kristen

Board Member Absent: Mackenzie

Management: Jeff, Property Manager, Property Management by Design

Management also introduced Josh Torkelson, Operations Manager, who will assist with on-site requests and maintenance coordination.

3. Review and Approval of Meeting Agenda

The Board reviewed the agenda for the August 3, 2026 meeting and proceeded with the items presented.

4. Overview of Board Roles and Responsibilities

Management reviewed the Board's general governance, decision-making, and fiduciary responsibilities. The governing documents were discussed with respect to Board officer positions. The Board indicated a preference to work collaboratively as a group rather than assigning extensive individual responsibilities at this time.

The Board agreed that informal communication among Board members may occur by group text for efficiency. Board decisions will be made by majority vote. Community input may be considered, but final Association decisions remain with the Board.

5. Review of Governing Documents

Management reviewed the availability and purpose of the Association's governing documents, including the covenants, bylaws, and rules and regulations. Documents are available through the Association's website and Resident Center. Management explained that amendments to the covenants generally require the applicable membership approval, while rules and regulations may be modified by the Board as permitted by the governing documents.

6. Meeting Procedures

The Board discussed meeting frequency, quorum, voting procedures, and documentation. Management recommended holding the required annual meeting and scheduling additional Board meetings as needed. The Board may also meet informally to discuss roles, responsibilities, and future projects, subject to applicable governing requirements.

7. Financial Overview

Management reviewed the Association's financial position as of July 31, 2026. The operating account balance was reported at $7,781.50 and reserves at approximately $45,424. The Association was reported to be approximately $13,900 under budget overall.

The Board discussed budget-to-actual expenses, including snow removal, grounds maintenance, siding and gutter repairs, insurance, electricity, and irrigation. Management noted that insurance payments made earlier in the year affected reserve balances and that the Association continues to maintain positive cash flow.

A reserve study is currently budgeted at approximately $3,500. Management recommended considering completion of the study in March or April 2027 so the results can assist the Board with long-term maintenance planning and future assessment levels.

Management will also begin reviewing insurance options in early December and will explore alternative CPA services for the next fiscal year.

8. Management Company Overview

Management reviewed its role in Association administration, homeowner communication, maintenance coordination, financial reporting, and work-order processing. The Board discussed improving the amount of information provided when maintenance requests are forwarded to Board members. Management will implement a process to provide additional homeowner comments and details when Board review is needed.

Management reported four open maintenance work orders at the time of the meeting, including a visitor sign, a broken sprinkler, and siding repairs at Units 230 and 234 related to storm damage.

9. Current Projects and Maintenance Priorities

Dog Waste Stations: The Board discussed concerns regarding two dog waste stations located near unit entrances. The Board agreed that the stations should be relocated to less intrusive common-area locations. Management will mark proposed locations and coordinate the move after August 15, 2026, and will notify homeowners of the relocation.

Drainage Ditch: Management discussed the city's requirement for ongoing drainage ditch maintenance. Management will verify with Snyder Company the recommended frequency, scope, and anticipated ongoing cost of maintaining the ditch.

Irrigation: Management reported that Nolte and Sons was addressing needed repairs to lawn watering equipment.

10. Goals and Priorities for the Year

Landscaping: The Board discussed improving curb appeal through landscaping, mulch, plants, trees, aeration, and weed control. The Board also discussed the need to balance improvements with long-term maintenance costs and to determine which landscaping responsibilities should remain with the Association versus individual homeowners. Management will obtain a landscaping proposal from Nolte and Sons for Board review.

Street Signage: The Board discussed possible street-name signage to improve navigation for residents, visitors, and delivery services. The item will be placed on the agenda for the November annual meeting to obtain homeowner feedback before considering it for a future budget.

Siding and Other Maintenance: The Board will continue reviewing siding repairs and other exterior maintenance priorities as needs arise.

11. Review of Action Items

Responsible Party	Action Item
Felicia	Provide Board members with her phone number and establish a group text for Board communication.
Management	Relocate the two dog waste stations after August 15, 2026, mark the proposed locations, and notify homeowners.
Management	Obtain a landscaping quote from Nolte and Sons for potential improvements.
Management	Begin obtaining Association insurance quotes in early December.
Management	Verify ongoing drainage ditch maintenance requirements and costs with Snyder Company.
Management	Review alternative CPA service options for the next fiscal year.
Board	Discuss and determine a long-term approach to landscaping responsibility and potential tree planting.
Board	Place street-name signage on the November annual meeting agenda for homeowner feedback.
Board	Consider an informal in-person Board meeting to further discuss roles, responsibilities, and future projects.

12. Adjournment

There being no further business to discuss, the meeting was adjourned. The source materials did not provide a specific adjournment time.

Prepared for the Village at Deer Creek Homeowners Association Board of Directors