

# Eagle Creek Townhouse Association

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**December 2, 2025 / 1:30 PM**

## ATTENDEES

Al Grimm, Doug Walter, Jeff Horner (PM-By Design) Kim Nelson, Mary Kiester, Tracy Jackson - Author

## AGENDA

### **Last Meeting Follow-up**

1. Transition of New Board Members:
  - a. President - Doug Walter
  - b. Vice President - Al Grimm
  - c. Secretary - Kim Nelson
  - d. Treasurer - Mary Kiester, Tracy Jackson
2. CDs
  - a. We have 2 CDs for a total of around 106,000 that matured this past week. It was agreed we will reinvest them at Vision Bank at 4% to keep earning some extra funds. Jeff volunteered that By Design could manage this for us, we agreed to this so that we don't have to update the bank information with changes in Board Members.

### **New Business**

- Snow removal - discussion around being disappointed with the past storm's response, we have notified the vendor through Jeff and they responded by sending a clean up crew and having a walk around with the board. Going forward, Board Members on site will communicate with the vendor during the event. We ask that rather than talk with the vendor directly and interrupt their efforts, you open a task via the Resident Center so we can track and follow up with the vendor on any issues.
- A lot of discussion around roles, and who will do what and onboarding responsibilities.

- Resident Center & Website.
  - Discussion about the process, and what to expect.
    - All board members made sure they have the app on their phones and access to the website for those who have tablets.
    - Access to Reports were discussed to get everyone up to speed
    - Jeff offered to send out a note and video to show how these can be used. The Board agreed to this.
- Tracy's rolling off
  - As the last person standing, after 2 full (2 year) terms, Tracy would like to roll off the board. She will stay through June to facilitate the transition of the treasurer responsibilities to Mary and support the new board.
- By Design's role
  - Many responsibilities that the board managed in the past will be addressed by Jeff's team. We anticipate this will relieve a large percentage of the time commitment by board members and encourage others to take their turn on the board.
  - Tasks opened/closed:
    - If the task concerns snow or lawn, it will be closed once the vendor is contacted. It is the responsibility of the board to monitor issues with snow/lawn follow up, and request it be reopened if the vendor doesn't respond.
    - Other tasks will remain open until work is completed.
    - The Homeowner will be notified when a task is closed.
  - Reports:
    - **Financial reports and minutes will be published within the App/Website, rather than distributed by email. Jeff will provide a note to review where to find them.**
    - Board Members have access to bank reports, Jeff walked us through how to confirm we know where to find them.

## NOTES

- The meeting ran quite long (2  $\frac{1}{2}$  hrs) due to discussion around the transition and everyone's responsibilities. We had requested Jeff attend to help us understand this, but he will not attend all meetings. The Board, while scheduled to meet monthly, will only meet as needed. (Tracy stated generally we don't meet in Jan/Feb).
- **Minutes will be posted via the Resident Center, rather than distributed via email.**
  - [Resident Center Website](#)

## ACTION ITEMS

### 1. Jeff:

- a. Send out a communications:
  - i. how to report concerns with snow events.
  - ii. reminder of dues increase, including annual total and mailing address
  - iii. Note and video of how to get to reports, common use of the By design Resident Center AP.
  - iv. Reach out to Snow vendor with concerns
  - v. Review the Snow/Lawn Contract for clarification on terms for snow removal.

### 2. Tracy, Mary & Jeff

- a. Renew 2 CDs, get Jeff in place to manage CDs on our behalf.

### 3. Tracy

- a. Done - Provide summary of snow concerns to Jeff to work with Vendor
- b. Done - Confirm rate with Vision bank, and proceed if acceptable.
- c. Done - Draft Minutes and format to hand off to Kim and Jeff to place on the website accessible by the app.
- d. Reset Meeting schedule to 1st Tuesday of the month at 1:00.

## NEXT MEETING'S AGENDA

1. Spring start up open tasks review.
2. Tax preparer decision.

