

Special Board Meeting Agenda

Date: August 6, 2026

Time: 6:30-7:30 p.m.

Introduction and attendance: Fareed Bhutto (HOA President), Robert Borders (HOA Vice President), (Board approval for new Treasurer), Kathy Hoar (Secretary), Russell Quick (Property Management Agent) and Natalie Wathen (HOA Director Committee) and Brian Hawkins (HOA Director Committee)

Absent: Nick Hettinger resigned as HOA Treasure (letter and email were sent out to the HOA Board members on August 5, 2026. Robert Boarder VP sent email unable to attend due to family emergency.

Appointed: HOA Board Members discussed for additional HOA Board Member replacement for Treasurer. The board has agreed and appointed Natalie Wathen as the HOA Treasurer as of August 6, 2026. Natalie discussed that there needs to be 2 signers on checking account. Natalie and Russell will work with each other on the accounts and meet to have Natalie's name on the checking account. Russell thinks that Robert might be on account too. The board discussed that there needs to be 2 signatures on bank deposits. Fareed discussed that it would be good to have 2 people in charge of the signature for banking rules on HOA (2 forms id, board minutes and who is authorized on the checking account) Russell will check in with his bank (Republic Bank) to what needs to be complete. Russell Quick and will work with Natalie on those accounts.

Purpose: The purpose of the Special Meeting was to address areas in projects progression, communication, approval of new Treasurer and to continue the unity of the board members to provide a cohesive and productive community within and among Chamberlain Lane Condos/Renters.

Board Members roles and responsibilities:

HOA President Role: Leading /presiding overboard meetings, setting agenda, opening the session and guiding all the sessions. Meetings remain focused and each board member has a chance to speak. The final decision reflects the board's direction. Having an effective meeting requires preparations and work with the property management to finalize the agenda and items on it.

The president follows and guides the board operating in accordance with governing documents.

Making decisions, they are the key role in board decisions and offering directions. They do not act alone but build consensus when opinions differ. The president will make or cast a tie breaker vote for executive decisions.

Board approved position role. Fareed Bhutto President for HOA.

HOA Vice President Role: Assist the president, and management board meeting and community affairs. Represent HOA president in absent of president. To help develop community policies and guidelines. Oversee community activities and ensure that they align with the HOA goals.

Board approved the position role. Robert Borders Vice President for HOA.

HOA Secretary Role: Maintain accurate records of all meetings including minutes and attendance. Manage and organize HOA correspondence including newsletters and notices. To keep track of member information, maintain and update the contact list. Coordinate the scheduling of meetings and ensure proper notification to members. Assist in preparation of the annual budget, financial reports and filing of any required documentation. Ensure compliance with governing documents and state legislation is being met. Archive important documents and maintain association files. Handle any administrative task as assigned by the board.

Board approved the position roles: Board agreed and approved Kathy Hoar as HOA Secretary Board

HOA Treasure Role: Maintain financial record, income and expenses, Prepare and present the annual budget to the board and members, collect monthly dues and manage accounts receivable. Oversee the payment of bills and ensure timely transactions. Provide regular financial reports with the board of committees. Coordinate with external auditor for yearly financial review. Continue to work alongside the property manager on bids approved by board and receipts payable relating to Chamberlain Square property.

Board approved the position roles. Natalie Wathen, as the HOA Treasurer, will continue to assist Russell Quick in this role.

HOA Board Members' Role: Attend regular board meetings, participate in regular discussions and review and enforce community rules and regulations. Manage and vote on the association budget and financial records. Communicate with homeowners about community issues and updates. Oversee maintenance and improvement of all common areas. Address homeowner concerns and mediate dispute when necessary.

Board approved the position of this role. All current HOA Board Members/Committee Members

Property Management Agent: If necessary, review contract, oversee daily operations of commercial property, coordinate maintained and report/repairs. Address tent request promptly. Manage property budget (expenses tracking /collection). Conduct regular property expectations to maintain standard and safety. Continue to work alongside of the HOA President and the Treasure. Contract is updated every year and approved by the Board Members

Board approved the position role. Russell Quick Property Management Agent

Review May Board Meeting minutes were approved or amended:

Board reviewed a few of the items on from the minutes. Smoke detectors were completed in May along with fire extinguishers recharged, repair of fenced in patios still need to be completed and or repaired to the dumpster fencing. Lights inside and outside each unit building are still being maintained. Gutters were rediscussed again (see discussion below). Board discussed that other items to be reviewed in the Annual September meeting for progress and goals completion along with voting for new Board members.

Review of current Budget from June – July 2026:

Current budget report was distributed by Russell for June and July 2026. The Board reviewed the budget for any discrepancies and alerted Russell, Natalie and Fareed.

Russell will follow up on printing out Feb 2026 again once all computer issues are resolved.

Board discussed reviewing all budget reports in the Annual September 2026 meeting

Concerns relating to property and how will be addressed (date and timeframe):

- Brian discussed getting several bids on landscaping and to be specific duties. Board agreed to get more bids on landscaping and will review those by October 2026.

Board discussed the HOA fees to be similar across the complex. Russell discussed that the 2 bedrooms and 1 bedroom are different is to why the fees with HOA. The board has agreed to a one-bedroom HOA at 225 and 2 bedrooms will be 245.

Russell discussed that the roof is still being paid for currently. Once the two units are completed then the roof will be completed on the loan payment.

Russell discussed that the gutters were being addressed in a meeting with the Terri (Gutter owner company) to discuss getting the gutter hung properly. Russell will follow up again to be sure this is getting completed.

-Natalie discussed why the landscaping get paid 2000 for landscaping for the year.

-Russell discussed that the camera has not worked for the last 3-4 months. Fareed said that it was however will be sending Kathy the password to verify the camera is working. If not, the board will relook at to changing who has access to the camera or to drop this device. Board would like to continue to have it for safety issues, however it needs to be always working properly.

-Kathy discussed cleaning unit buildings and that 3801, 3803 and 3805 need extensive cleaning. Kathy discussed we dropped the cleaning service back in May however we still need bids on cleaning all units or another solution. Board will revisit this again in September meeting.

Natalie discussed that the lights are once again out on Building (3803, 3805 and 3801 and front entrance). Kathy stated that this is a safety issue because it is unsafe for entering and or exiting the buildings. Someone could fall due to how dark it is inside and outside those buildings. A maintenance request was submitted, and Russell is aware of this. He will check to get those fixed right away.

Kathy asked if Fareed had issued the notice to his tenant about smoking weed in the buildings and that he was supposed to send a letter to the tenants that are continuing to smoke weed in the buildings. This letter is a warning to the tenants and what next steps would be like if this continued. Russell wanted to evict, however, Kathy stated that there is a process (communicating to the tenants of the HOA policies/lease agreement and Ky state laws on multi units) then a warning letter sent to the tenants if still unwilling to follow the policies and then evicting tenants still refusing. Violation notices should be sent to the HOA property manager and the board to keep on record any violations made to owner/ renters.

Fareed asked for the KY State Laws on multi-unit complex about smoking weed on or within the multi-unit complex/property. Kathy gave Fareed the printout pertaining to the state laws and on use of medical cards and or medical letters. Kathy follows up with Fareed and Russell next week to be sure he has sent this notice to his tenants. Russell will be alerted as well.

Additional comments and discussions:

Date and time for Annual meeting for voting new board members and inviting condo owners will be September 15-17, 2026, with the time 6:30 pm and the location at the Loft Hotel. Russell will notify Kathy with the confirmation on the Hotel. Kathy will send out the invite to all owners.

Russell reminded that the Yearly budget report October 2027 budget will be out to be reviewed and Board will have to vote on this and adjust the budget.

Russell will send to Kathy the spreadsheet for updated owner's name, phone number and email address. Russell stated he has asked Fareed for a copy of the leases however has not been sent. He will ask for those again for Natlie to keep on file. Kathy stated that the lease agreements did not have HOA policies/CC&R agreement on the tenants' lease and this needs to be added because they are living on a HOA complex. Russell will look at the lease agreements to be sure CC&R are on all renters' agreements.

Kathy discussed developing a Chamberlain Square Handbook with all the policies and procedures along with other important information to be given to all (owners and renters) to follow. Kathy will have this ready to be presented in September for the board to approve before it is delivered to all units.

Meeting was adjourned at 7:57p.m. with all Board members in agreement with the minutes and roles. Minutes will be sent to Russell and Dale Burden to be up on website. All members of the board will receive a copy of tonight's minutes through email.

Signature/date from all Board Members:

Sign in sheet will be the signature for all Board Members in agreement for the minutes. See attached sign in sheet. (See attachment)

Chamberlain Square Special Meeting

August 6, 2026

Sign -in Sheet.

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Chamberlain Square Special Meeting

August 6, 2026

Sign-in Sheet.

1. *Kathy Hoar*
2. *Natalie Wathen*
3. *Fareed Bhutta*
4. *Brian Hawkins*
5. *Russell Quick*
- 6.