

Special Board Meeting Agenda

Date: May 12, 2026

Time: 6:00-7:30 p.m.

Introduction and attendance: Fareed Bhutto (HOA President), Robert Borders (HOA Vice President), Nick Hettinger (Secretary/Treasurer), Kathy Hoar (HOA Board Member), Russell Quick (Property Management Agent) and Natalie Wathen (HOA Condo Owner)

Absent: Brian Hawkins (HOA Board Member)

Voting: HOA Board Members voted for additional HOA Board Member induction. The board has voted/agreed to Natalie Wathen as a member of the HOA Board as of May 12, 2026.

Purpose: The purpose of the Special Meeting was to address areas of concern to develop communication dialogue/roles among all board members to continue to have cohesive living 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 braker 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 algin 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. Management 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. Nick Herttinger agreed to step down from this position and board approved for Kathy Hoar to be the replacement of the HOA Secretary as of May 2026

HOA Treasure Role: Maintain financial record, income and expenses, Prepare and present the annual budget to the board and members, collect mth dues and manage accounts receivables. Oversee the payment of bills and ensure timely transactions. Provide regular financial reports with the board of committees. Coordinate with external auditor for yearly finical review.

Board approved the position roles. Nick Hettinger, HOA Treasurer, will continue to assist Russell Quick and Fareed Bhutto 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 maintained 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

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. Contract is updated every year.

Board approved the position role. Russell Quick Property Management Agent

Review January 2026 Board Meeting minutes to be approved or amended:

Board reviews a few of the items on from the minutes. Smoke detectors needing to be addressed, fire extinguishers recharged, repair of fenced in patios, repairs to dumpster fencing and lights inside and outside each unit building. Gutters were discussed (see added in the minutes).

Board discussed that other items will be reviewed in the August meeting for progress and goals completion.

Review of current Budget from January - April 2026:

Current budget report was distributed by Russell for March 2026 and April 2026. The Board will review the budget for any discrepancies and will alert Russell, Fareed and Nick. Russell was unable to print out Feb 2026 due to computer issues but will send once he is up and running again.

Board agreed to review all budget reports in the August 2026 meeting

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

- Brian Hawkins sent email that he stated in the board meeting that 3809 oak tree next to the building has branches that are close or touching the roof over APT D. They should be trimmed to avoid roof damage.

-Unit entrance carpets were steamed cleaned by Max-care on May 12, 2026.

-Natalie brought up the cleaning service in all units' entrance and was this money recouped for no one coming into cleaning. Russell stated no but will continue to recheck those funds for no service done.

- Russell stated that for a company to work on our grounds, they **must** have(company's) workman's comp. Fareed and Russell will get 3 bids for cleaning service. The Board will vote on which company and try to keep the funding around 2000 a year (2 times a mth max.)

-Russell discussed gutters to be cleaned and fixed. Natalie reports that the gutters are too small to handle the water flow through the gutters. The board discussed that Russell needs to go back to the gutter company to address the cleaning and repairing the gutters. Gutters should be under warranty because the gutters are not a year old. Having Dale Burden completed the cleaning of the gutters was not a recommendation from the board due to safety issues and that the gutter company should be doing this.

Russell discussed that the roof payments will be completed by December 2026. Then the gutter guards will be reviewed. Kathy suggested that the gutter guards begin on the back 3 units that have the large oak trees and when additional funding comes in place on the rest of the units. Board agreed.

Kathy discussed that the fenced in patios need to be repaired. Russell stated that the fence surrounding the patios are the HOA responsibility. Kathy said that there are at least 9 boards that need to change out and be re-stained. Russell said to go ahead to do this and send him the bill for repayment. The board discussed that all patio boards need to be repaired and replaced.

Russell clarified that the HOA covers the whole building and not just one unit on the outside the building.

Natalie discussed that there are 3 shopping carts around the dumpster. Fareed said that you can see all 3 areas on the camera and the camera is working. Fareed wants to try 2 different cameras to lower the cost of the Wi-Fi bill and possibly provide more coverage. Natalie suggested a sign be placed stating cameras are covering areas.

Natalie discussed that there are satellite dishes on property that are no longer in use. These need to be removed from property.

Robert discussed that there is a smell inside entrance of his unit and would like to know how to address this with the tents. Fareed will have Tyrell check the smell in the entrance. Fareed discussed if there are any tents having issues to please let him know.

Concerns relating to website: The website (Russell Quick website) to be updated for all documents. Updating the spreadsheet of all tents and owners. Natalie and Kathy discussed that invoice and spreadsheet. Russell will forward that spreadsheet to Kathy to update and forward this back to Russell. Russell will check with his tech guy to update the website for the maintenance request to have a return to sender request with date and time for repairs.

Kathy stated that there needs to be new notices in all buildings along with any updates so that owners and tents are aware of notices or repairs be made. Example was the cleaning of the carpets there was no notice or safety notice for those entering and exiting the building.

Russell discussed that at this time his computer is down to just send minutes and updates for website to Dale Burden email.

Additional comments and discussions:

Date and time for items to be reviewed in 3 months for board to discuss progress or concerns. Kathy will send out an email of dates and times for August 2026 meeting.

The reviewed the HOA Treasurer – Nick Hettinger and Russell Quick. 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, Fareed Bhutto and Nick Hettinger.

Nick Hettinger discussed possible selling his unit within a year. Fareed discussed that we would need to relook at his position when this happens.

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

Russell submitted a form for updated everyone's name, phone number and email address. Russell will send the spreadsheet to Kathy to be updated and returned to Russell and Board members.

Meeting was adjourned at 7:38p.m. with all Board members in agreement with the minutes and roles. Minutes will be sent to Russell under 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.

Special Board Meeting

Sign in sheet

May 12, 2026

Time 6:00- 7:30 p.m.

Attendance Names

Ray Hoar	5/12/26
Natalie Wathen	5/12/26
Robert (Bob) Boedars	5/12/26
Nick Hettigler	5/12/26
Fareed Bhutta	5/12/2026.
Bunell Zwick	5-12-26