

**Board of Directors Meeting Minutes**  
**Homeowners Association**  
**January 25, 2025**

**Attendance:**

Amber Watkins, John Rankin, Pete Davidson, Michael Prunty, Tharen Leesch, and Adrienne Prunty

**Call to Order:**

The meeting was called to order at 10:01 AM.

---

**New Business:**

**1. Violations Report & Assignment Log:**

- The violations/assignment log was passed around for review.
- All members have submitted their logs – Thanks for the participation.
- Only one violation remains open: Amber will reach out to notify status of request and needed updated profile sheet.

**2. Annual Meeting Preparation:**

- The annual meeting is scheduled for **April 23, 2025**, with a follow-up date of **April 30, 2025**.
- The **60/10 rule** will be discussed at the meeting.
- Michael will update the proxy sheet with the meeting date and create a signup sheet.
- Notices will be sent out to homeowners, and RSVPs will be collected. If insufficient proxies are received, they will be distributed evenly across the board members for follow-up. Michael will track RSVPs and keep the board updated.

**3. Treasurer's Report:**

- John will oversee taxes for the association and will need **January 2024 – December 2024** bank statements.
- Adrienne will print the necessary copies for John's review.

**4. Policy for Late and Non-Payment of Annual Dues:**

- Policy for Late and Non-Payment of Annual Dues
- Michael will inquire if ACH payments can be required for individuals.
- John suggested an adjustment to Section 1A of the policy (first sentence). Michael will revise this and send a second draft for review.

#### 5. **Secretary's Report:**

- Michael will provide the **2024 documents** to Amber for storage on the HOA flash drive.
- Amber will add any **email notifications** sent to homeowners and the **previous decisions made via email** from November and December to the flash drive. Michael will send Amber any emails he has related to this.

#### 6. **Rental Property on Cog Hill Lane:**

- A rental property is not in compliance with the requirement to have three trees on the property. John has spoken with the property manager, who confirmed they can spend up to \$200 on property updates without approval.
- It was suggested that an ACC member look into getting prices for this. Michael will bring it up at the annual meeting to help spread the word and encourage compliance before any violations are issued.

#### 7. **Previous Motions Via Email Through the Board:**

- 11/14/2024 VIO24-004 Violation Notice (Courtesy) Level 1/ ACC Letter
  1. On Street Parking Refer BOD/Open
- 11/14/2024 VIO24-005 Violation Notice (Courtesy) Level 1/ ACC Letter
  2. On Street Parking Refer BOD/Open
- 11/18/2024 ACC24-006 ACC Request Form – ACC/Board Approved/ Closed
- 11/18/2024 ACC24-007 ACC Request Form – ACC/Board Approved/ Closed
- 12/07/2024 VIO24-004 Violation Notice Level 2 – Fine/BOD Letter
  3. On Street Parking Resolved/Closed
- 12/07/2024 VIO24-005 Violation Notice Level 2 – Fine/BOD Letter
  4. On Street Parking Pending/Open
- 12/14/2024 VIO24-008 Violation Notice (Courtesy) Level 1/ACC Letter
  5. On Street Parking Resolved/Closed
  6. Trash Resolved/Closed

- 12/15/2024 VIO24-009 Violation Notice (Courtesy) Level 1/ACC Letter
  - 7. Appearance and Improvement of Lot Resolved/Closed
- 12/16/2024 VIO24-010 Violation Notice (Courtesy) Level 1/ACC Letter
  - 8. Appearance and Improvement of Lot
  - 9. One Street Parking
  - 10. Trash Resolved/Closed

---

**Next Meeting:**

The next meeting will be held on **February 22, 2025, at 10:00 AM** at Michael and Adrienne's house.

**Motion to Adjourn:**

The motion to adjourn was made by Michael and the meeting was adjourned at **10:52 AM**.

---

**Minutes submitted by:**

Amber Watkins

Secretary, HOA Board of Directors