

# Board of Directors Meeting Minutes

## February 17, 2025

- I. Call to Order. *Attending: Tony, Charlie, Ray, Don, Joelle*
- II. Minutes of 1/20/25 BOD Meeting. *Charlie/Ray/Unanimous*
- III. Financial Report
  - 1/31/25 Financial Statements. *Charlie/Don/Unanimous*
  - 2024 Tax Return status. *The 2024 tax return has been filed. The payment for services was made in February.*
  - Past Due Collection Process. *We discussed the process we want to follow with a property owner, who is currently in arrears for two months, and agreed to the following:*
    - i. *Joelle will sign the collection letter, signed by all the BOD members.*
    - ii. *We evaluate the situation at 6/30 (six months) and consider legal actions at that time.*
- IV. Building & Grounds Report.
  - *Charlie presented quotes from K&L Painting for various repairs (approximately \$1,000 currently) and preventative maintenance on scheduled building #3 for \$8,000. Joel/Ray/Unanimous*
  - *We agreed not to schedule any other preventative maintenance at this point.*
- V. New Business
  - Unit Repair Request Form. *We reviewed and approved the use of the Unit Repair Request Form. Tony will post on the web site. We will include information about this required report when we meet with homeowners. Charlie/Joelle/Unanimous*
  - Unit Sale – Rental Document. *We discussed a modification to the draft document requiring a minimum of a one—year lease agreement. Charlie/Ray/Unanimous*
    - i. *Tony will update, post to the web site, and include in information to be shared with homeowners.*
  - New Owner Contact Sheet. *We reviewed the New Owner Contact Sheet and discussed its use.*
  - HOA Welcome Package. *We reviewed the Welcome Package that is distributed to new residents.*
  - HOA & Unit Owners Responsibilities. *We reviewed the report and made the following changes:*
    - i. *Change the name to “HOA & Unit Owners Responsibilities for Repairs.”*
    - ii. *#19 – Restate Item to read “Sanitary Sewer Foundation Wall to Street and Backflow and Water Line to Unit.”*
    - iii. *#28 (New) – Item to read “Sprinkler Heads” shown as HOA responsibility. (Yard services contractor responsible for any damage to sprinkler heads that they cause.)*
  - Architectural Committee. *We discussed the role, process, and members of the committee. Trisha and Jan are current members. Don agreed to serve as BOD representative. Charlie will check with Martha Ann on her interest in serving on the committee.*
    - i. *The Board agreed to request that the Architectural Committee meet in March, after Jan’s return. To review the role of the committee, and better define the process for homeowners to follow, and the process for any recommendations from the committee to be presented to the Board for final action.*
    - ii. *We would like to share this information with the full membership at the next meeting. (see below)*

- For Sale Signs. *We discussed rules regulating the use of For Sale Signs they unit owners must follow when units are for sale. Board's current interests include (1) a limit on signs to two – with one in front and one in rear yards; and (2) no handwritten signs. We will discuss at our next meeting.*
- Rules & Regulations Document. *Joelle reports that the document has not been approved by the board or membership. We will review at the next meeting and plan to have it finalized by the Homeowners Meeting. (see below)*
  - i. Examples to be reviewed – TV antenna and dish policy; plastic flowers policy.*
- Homeowners Meeting. *We agreed to explore having a Homeowners Meeting in May to welcome new residents and to review the new processes and information we have implemented.*

VI. Set next meeting. *Monday, April 14<sup>th</sup> – 5 PM – Joelle's house.*