Board of Directors Meeting Minutes
August 19, 2025

I. Call to Order. *Charlie, Don, Joelle, Ray & Tony in attendance.*

II. Minutes of 6/17/25 BOD Meeting. *Minutes to be corrected to reflect $125 paid to Stan Derrigan for repairs. (Don/Ray/Unanimous)*

III. Financial Report - 7/31/2025. *Ray/Charlie/Unanimous*

IV. Building & Grounds Status Update.

- Update on Preventative Maintenance – Building #3. *Preventative maintenance was completed with positive review.*
- Consideration of next Preventative Maintenance unit. *Charlie will negotiate for preventative maintenance for Building 4 in the fall. He anticipates the cost to be about $9,500.*
- Gutter Inspection and Repairs – Facia boards repairs. *We agreed to incorporate an inspection and possible repair/replacement of gutters and facia boards during each unit's preventative maintenance process. We discussed how we might commission an objective report on the status of all of the units' gutters.*
- Landscaping. *We discussed removal/trimming of vines on building #2 and #3. Joelle will discuss with homeowners and coordinate with landscaping company.*
- Entrance sign. *We agreed to commission landscaping vendor to put pine straw around entrance sign.*

V. Old Business

- Architectural Committee Update. (Don)
  - *i.* *The Board asked that the Committee (1) review their mission, (2) develop procedures for residents to follow when considering any modifications to the exterior of their building, and (3) develop procedures and policies for the committee to follow in evaluating the requests.*
    1. Property Rights. *Approved as presented,*
    2. Architectural (Exterior) Change Request Process. *We discussed the various steps and timelines in the process. Don will update the document for our next meeting.*
    3. Architectural (Exterior) Change Request Form. *We approved the document with the removal of "Paint (exterior)" from Section 2. Tony will reformat and present at next meeting.*
- Rules & Regulations Document. Review and finalize the draft Rules and Regulations Document.

  Previous Changes
  - *i.* For Sale Signs. *(1) a limit on signs to two – with one in front and one in rear yards; and (2) no handwritten signs.*
  - *ii.* *Unit Sale – Rental Document*
  - *iii.* *Unit Repair Request Form*

  Possible Changes
  - i. HOA & Unit Owners Responsibilities for Repairs. *We reviewed and approved the document and will include in our package for the homeowners meeting.*
- Terminix Contract Schedule. *Joelle is seeking to schedule in October and will notify homeowners once the date is selected.*

VI. New Business

- HOA surveys, HCC property lines, approved variances.
  - *i.* *We discussed the need to have the HCC property lines clearly identified to help ensure that any future additions (fences, pergolas, etc.) avoid encroachment.*
    1. Charlie to get prices on having HCC boundaries identified.
  - *ii.* *Tony briefed on his findings as to the process a property owner would need to take for approval of a pergola. They include completion and approval of Architectural Change form, and resolution of any conflict with the city's development standards.*

- Zoom meetings. *We discussed the advantages of having the option for zoom meetings. Tony researched and identified an annual cost of $*
- Homeowners Meeting Schedule and Agenda.
    - *i. Joelle will schedule the annual meeting in November.*
    - *ii. Draft Agenda*
        1. *Building & Grounds Update (including 2026 plans)*
        2. *Financial Report*
        3. *Rules and Regulations – Changes*
            - *a. Appendix 1 – Rules and Regulations FINALIZED*
                - *i. For Sale Signs*
                - *ii. Unit Repair Request Form*
            - *b. Appendix 2 - HOA & Unit Owner's Responsibilities* FINALIZED
            - *c. Appendix 3 – Architectural Change Process COMMITTEE PROPOSAL to be approved in October.*
            - *d. Appendix 4 – Violation Enforcement FINALIZED*
            - *e. Appendix 5 – Unit Sale/Rental FINALIZED*
        4. *Election of 2026 Board of Directors. Tony will review the By Laws as it relates to the number of board members, etc.*

VII. Set next meeting. 5 pm on September 23rd.