

Board of Directors Meeting Minutes

June 17, 2025

- I. Call to Order. *Attending: Tony, Joelle, Charlie, Don, Ray*
- II. Minutes of 4/14/25 BOD Meeting. *CH/JW/Unanimous*
- III. Financial Report - 5/31/2025 *CH/RM/Unanimous*
- IV. Building & Grounds Status Update (Charlie)
 - Update on Repairs
 - i. \$125 to Stan Derrigan to repair pothole in service road. (Completed)
 - Update on Preventative Maintenance – K&L Maintenance (Scheduled to be completed before end of June)
 - i. Building #3 Preventative Maintenance (\$8,000): Pressure wash, inspect building for decaying wood, etc., and repair as needed. Paint with oil primer and two finish coats of acrylic paint. Include garage doors, window lintels, back doors and gutters if needed.
 - ii. Building #4 Repairs (\$200) repair and paint soffit above garage door.
 - iii. Building #5. Repairs (n/c) Reattach downspout.
 - iv. Buildings 2, 3 and 4. Repairs (\$400-\$600) Apply caulking to gutter joints.
 - v. Don asked that the contractor review an issue with a post in his back yard.
 - Identification of next Preventative Maintenance unit. We reviewed the 2025 Budget and noted we have funds budgeted for the preventative maintenance of another unit. We will evaluate at the next meeting after the current preventative maintenance project is completed.
- 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.
 - ii. Don, Tricia and Martha Ann serve on Committee.
 - iii. The Board offered suggestions for the Committee to review at their next meeting.
 - iv. The Committee's recommendations will be presented at the next board meeting.
 - Rules & Regulations Document. We agreed to review the draft Rules and Regulations Document (attached) and be prepared to discuss and finalize at our next meeting. Any suggested changes in wording should be forwarded to the Board for consideration.
 - 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
- VI. New Business
 - Terminix Contract Strategy. We discussed contract and agreed we should move towards annual inspections being done in non-summer periods when more residents occupy the units.
 - Homeowners Meeting Schedule and Agenda. We will plan for our annual meeting in November at HCC.
 - i. Rules and Regulations – Changes
 1. Appendix 1 – Rules and Regulations FINALIZED
 - a. For Sale Signs
 - b. Unit Repair Request Form
 2. Appendix 2 - HOA & Unit Owner's Responsibilities FINALIZED
 3. Appendix 3 – Architectural Change Process COMMITTEE PROPOSAL at August Meeting

4. *Appendix 4 – Violation Enforcement FINALIZED*

5. *Appendix 5 – Unit Sale/Rental FINALIZED*

ii. *Election of 2026 Board of Directors*

VII. Set next meeting. *Tuesday, August 19th, 5 pm*