

Florence Overlook Homeowners Association (FOHOA)
Minutes of Board of Directors Meeting 2022/3
May 12, 2022
7:00 PM
Joyce Residence, 6137 Stegen Drive
Website: <https://sites.google.com/site/fohoasite/>

Called to Order: This BoD Meeting began at 7:00PM.

In Attendance: Jeff Bobich (President), Daniel Elder (Vice-President), Carol Joyce (Secretary/Treasurer), Susanne Kavanaugh (ARB Chair), and Gene Clayton (Homeowner) were present. Meeting was changed to Joyce Residence due to Vice-President's unavailability. Daniel Elder attended the meeting via Zoom.

Agenda Approval: The meeting agenda prepared by the President was approved by the Board.

Minutes Approval: The Executive Meeting Minutes from 24 March 2022 were prepared by the Secretary and approved by the Board.

TREASURER'S REPORT

- a. **Review of Current Account Balances.** While all homeowners were current on their annual dues, there were two homeowners with outstanding *de minimis* balances (\$1.50 and \$1.62), and one former homeowner (Koons) was still reflected on the financial statement with a "Past Due" balance of \$1.50. The Board will contact Sentry and pay these *de minimis* balances and have Koons removed from future statements. Further, three homeowners had credited amounts with Sentry (\$53.00, \$70.00, and \$242.28). The Board will contact these homeowners to ensure they are aware of these overages.
- b. **Review of 2022 Budget.** The current April 2022 financial report revealed that the Board may be overbudgeting for its lawn service to Common Area B (the cemetery plot). Secretary will reach out to Sentry and Lopez Landscaping to review contract and scope of work. All other aspects of the budget are tracking as predicted.
- c. **Status of 2020 and 2021 FOHOA Tax Filings.** There is no documentation that the 2020 Federal and State Taxes were filed. The 2021 taxes are due by July 2022. The Secretary will prepare the both sets of taxes and present to the President for signature.

OLD BUSINESS

a. **CY2022 Community Events.**

- **Annual Spring Picnic.** The meeting focused primarily on the upcoming Annual Spring Picnic scheduled to take place on Saturday, 4 June 2022, from 2:00 to 5:00pm. Vice-President will send out Evite, SignUp Genius, and coordinate for Bounce House. Secretary will ensure homeowner is contacted regarding use of their lawn for location of

bounce house. President will take care of food and beverages. Secretary will provide all other supplies, tents, cornhole game, and locate a grill. Several other members agreed to supply tables. Set up of event will begin nlt 1:30pm.

- **All other Community Events.** These events remain as planned during 24 March 2022 meeting: Fall Picnic (17 Sep), Annual Meeting and Wine/Cheese Social (30 Oct at President's home), and Holiday Party (10 Dec, pending two hosts).

b. CY2022 Plan of Action.

- **Walkthrough of Common Areas.** Scheduled for May 14 @ 9:30am with BoD members.
- **FOHOA Directory and Plat.** Directory now includes all homeowners, and plat is still being worked by Secretary as she had some IT difficulties accessing the plat diagram.
- **FOHOA Website.** Vice-President will have administrative rights to website to update it.
- **Communications to Community.** President sent out emails to community on 27 Mar and 6 May 2022 with updates on upcoming meetings, events, and other information.
- **Insurance Coverage Review.** Secretary informed Board that insurance coverage is up to date through September 2022.
- **Reserve Study.** President still has for action.
- **BoD Handbook Update.** All Board members still reviewing this handbook.
- **Parking Lot Items.** Board discussed possibly placing Florence Overlook signs on Rebecca Jane Way, and possibly arranging a Welcoming Committee. More to follow.

NEW BUSINESS

- a. **Architectural Review Board (ARB) Report.** ARB Chair discussed Community Walk-Through Inspection and will make a list of the main areas neighbors should consider. President will send out the email notifying neighbors of the upcoming Walk-Through Inspection. Secretary has flyers from past years and will forward them to President and ARB Chair. ARB Chair also discussed the process involving requests for improvements to homes. And lastly, the ARB Chair confirmed that Donna Connor and Ann Sturner were still members of the ARB, and that they are looking for any other volunteers.
- b. **Proposal to Renew Contract with Sentry Management.** The Board of Directors voted in favor of renewing the contract for another five years with Sentry Management. The proposed fee rates provided by Sentry's Division Manager (Annandale), Becky surprise, are as follows:

\$320.48 per month (current rate) / \$3845.76 annual (FY22)
\$326.88 per month (2% increase) / \$3922.56 annual (FY23)
\$333.41 per month (2% increase) / \$4000.92 annual (FY24)
\$334.72 per month (1% increase) / \$4016.64 annual (FY25)
\$341.41 per month (2% increase) / \$4096.92 annual (FY26)

- c. **Proposal to Transfer Funds from Truist Bank Accounts to Pacific Western Bank Account.** The Board of Directors voted in favor of transferring FOHOA's funds from the two Truist Bank Accounts to Pacific Western Bank for ease of accounting and management for the Board. Therefore, the Board agrees that once the funds from the Truist CKG Operating account and the Truist MM Reserve account are transferred into the Pacific Western Primary Bank account, both Truist bank accounts will be closed.

OPEN FORUM: While no specific recommendations were made by our one homeowner, Mr. Clayton, as a former BoD member, he participated in the Board discussions providing his thoughts and recommendations on the various issues discussed.

Next meeting: Thursday, July 14, 2022, at 7:30pm, at Daniel's home.

Meeting adjourned at 8:55PM.

**Respectfully submitted,
Carol Joyce
FOHOA Secretary/Treasure**