

# Tottenham Homeowners Association Board

## Meeting Meetings – February 8, 2024

**Order of Business.** The order of business at all meetings of the members shall be as follows:

- (a) Roll call to determine the voting power represented at the meeting. Meeting called to order at 7:00 PM. Present from the board were Dennis Hussey, Alexis Gavin, Terri Mulholland, Sarah Taylor. One additional home represented.
- (b) Reports of officers starting with Budget, Dues payment status and penalty assessment
  - 2024 Budget Approval – Particular areas of focus next year: document updates, road repair – specifically cracks and small repairs/hot patches of certain potholes. There will be some quotes requested for different vendors to compare against current contracts. The budget was formally approved by the board for 2024.
  - Outstanding Dues - We started the year with six homeowners behind on their dues. We've collected two of them, the remaining four are candidates for going into collections. Penalties include \$25 late fees and 7% interest. The board will investigate getting quotes on the cost for demand letters and collections activities.
- (c) Reports of committees
  - Beautification Committee – going into the spring, a decision needs to be made about the front entrance and what the costs will be for planting and landscaping.
  - Elections Committee – there is a desire to create a committee for elections (recruiting and handling ballots, etc.)
- (d) unfinished business

Herzel Questionnaire – there is a lot of stuff in the by-laws that is older and maybe not appropriate for our community anymore. One pass has been taken through the questionnaire and the rest of the board should review the questions and responses and provide their own comments. Requesting inputs from board members by the next board meeting (March).

HOA Communication - Communications need to be distributed requesting homeowner volunteers to run for upcoming opening seats on the board (election to be held at the annual meeting in April).

Non-Resident access – this is an area to consider when updating the by-laws – restricting access by non-residents to common areas. Right now the language is pretty hazy and some additional clarification would be useful in the by-laws.

Sidewalk maintenance – as soon as the weather clears, the City will be contacted regarding the sections of sidewalk with manhole covers that need repair. The board will need to recruit someone to help us with the coordination of the repair.

Road Repair – the Board will need to request quotes to understand the cost associated with the desired road repairs.

Financial Assessment (Audit) – we will do an assessment of the last quarter of 2023 and then starting in 2024 will be on a Jan-Dec schedule for audit. Terri will contact a firm that she has worked with in the past to get quotes on the cost of a partial year assessment, as well as going forward.

CAI Homeowner Leader Membership Application – take a look at the webpage to determine whether this will add value for the cost associated with membership.

Electronic Document Storage – Sarah will work on setting up a folder structure in the HOA email Gmail account (Google Docs).

Meeting adjourned at 8:15 PM.