

20 April 2021 – Cogway Townhome Meeting Notes

All HOA members present. Ron Batzel chairs the meeting. Slides are attached.

- RB opens with agenda, meeting guidelines on Slide 1.
- RB leads 5 Why Model discussion led by IAW Slide 2 & 3.
- RB addresses common themes from 5 Why analysis on 10 April incident.
 - o Themes seconded by TB, JF, MT.
- RB proposes an HOA Communications Protocol IAW meeting Slide 4 to mitigate risk to HOA for non-official communications.
 - o TB identifies a need for more than one Board Member to approve external communications.
 - o MT identifies need to HOA official communications on potential covenant violations.
 - o **To be included in Section X.8 of C3oC.**
- RB covers internal communications disclaimer proposal IAW Slide 5.
 - o TB proposes a header.
 - o MS agrees, but wants to understand what can/should be forwarded to a property manager. Proposes property managers bound by the same communications guidelines.
 - o RB/MT agree to a request to release for internal communication.
 - o **To be included in Section X.8 of C3oC.**
- RB discusses resident vetting procedures IAW Slide 7.
 - o MT reviews Property Mill Tenant Screening Requirements.
 - o TB, RB, MS agree legal review is needed on how this may apply to owners.
 - o On Boarding event timeline and requirement is discussed. SO proposes this should occur early in the process. Summary page for HOA covenants for new residents proposed.
 - o **Need vote...MS reaching out to real estate attorney to gain information and quote to review any future policy.**
- RB discusses security system update IAW Slide 8.
 - o RB has audio disabled on the main camera attached to 456.
 - o TB questions illegality of audio recording of individuals on HOA property.
 - o **Professional security consultation has taken place – Quote is forthcoming.**
 - o JF proposes an HOA wifi to run the system.
- RB discusses Code of Conduct IAW Slides 9 & 10.

- MT leads discussion on covenant proposal IAW with the attached Word Document.
- **Covenant proposal passes with unanimous consent with the exception of Sections X.3, X.5 and X.6 which passed with 5 of 6 members approving. Modifications to X.7, X.8, and X.6d made IAW with member motions. Final version is attached in .pdf.**
- **Due outs include:**
 - **HOA Board development of implementation and Communication plan for the Code of Conduct.**
 - **HOA Board development of initial parking assignments and rotation dates.**
 - **RB – HOA Security System Quote**
 - **MS – Resident Vetting Legal Inquiry**