

**Minutes of the Special Meeting of the Trustees
Crimson Hollow Homeowners Association, Inc.**

February 7, 2021

A Special Meeting of the Board of Trustees of the Crimson Hollow Homeowners Association, Inc. was held via Zoom video conference on Sunday, February 7, 2021.

Trustees Present: John Hoge, Gretchen Nemire, Matt Rinkowski, Melissa Kowalski, and Andrew Miller

Officers Present: Dave Hehl, President; Andy Dean, Vice President; Julie Stanish, Treasurer; Melissa Kowalski, Secretary

The meeting was called to order at 12:15 p.m. by John Hoge. The Trustees appointed Mr. Miller to act as secretary for the meeting.

Mr. Hehl and Mr. Dean discussed methods to conduct voting at the Association's annual meeting. Mr. Dean demonstrated the polling function of Zoom. The Board and Officers tested the technology during the meeting.

Mr. Hehl provided an overview to the Board of recent issues, including maintenance of the retention ponds, the status of the retention ponds in the section of the Crimson Hollow subdivision still under control of the developer, and the need to protect the base of the trees at the entrance to the subdivision.

The Board and Officers also discussed the election of Trustees and appointment of Officers at the upcoming annual meeting. As noted during the Board's last meeting, Ms. Kowalski is stepping down as an Officer and a Trustee. Ms. Nemire has also announced that she will not seek reelection as a Trustee. Mr. Miller, Mr. Hoge, and Mr. Rinkowski will all seek reelection as Trustees. There are currently two other candidates for Trustee, with one of those candidates also interested in the Secretary position. Mr. Hehl agreed to solicit additional volunteers willing to serve as Trustees or Officers, so that the Association can have contested elections at the upcoming annual meeting.

The Board and Officers discussed the logistics of collection of annual association dues, applying late fees, and filing liens on the property. The Board and Officers prefer to avoid adding late fees and filing liens unless necessary. The Officers suggested setting up a schedule for when late fees are applied and when a lien can be placed on a property for unpaid dues to ensure consistency of the Officers' actions from year to year. The Officers suggested that a similar schedule be used for

placement of liens associated with unpaid fines for violations of the deed restrictions. The Trustees and Officers discussed the need for a cap on the total amount of fees which can be imposed for a single violation in a year.

The Board and Officers also discussed the agenda for the upcoming annual meeting. Time will be set aside for an open discussion driven by the Members at the beginning of the meeting. Mr. Hehl will give an overview of the Officers' activities since the last annual meeting. Ms. Stanish will give an overview regarding the Association's finances. Mr. Miller and Mr. Hehl will discuss issues regarding the deed restrictions, enforcement efforts, and the contract with ReMax Preferred Associates. Trustee elections will be conducted electronically, and prior to the vote, each candidate will be given an opportunity to address the Members regarding their candidacy.

Mr. Miller made a motion to waive any defects in notice of the Special Meeting. John Hoge seconded. All Trustees voted in favor of the motion.

Mr. Miller made a motion to accept the Minutes of the December 8, 2020 Special Meeting, subject to adding a note that the Trustees' actions regarding raising the Association's annual dues were amended, via unanimous consent of the Trustees, to conform with the Association's Bylaws. Ms. Nemire seconded. All Trustees voted in favor of the motion.

Mr. Miller made a motion to enact the following schedule for imposing the \$50.00 late fee to unpaid annual dues (as mandated by the various deed restrictions) and the placement of liens on Members' properties:

- April 1 - \$50.00 late fee applies
- May 1, June 1, and July 1 – invoices for unpaid annual dues will include a warning that if the dues plus late fee are not paid in full by July 1, the Officers will instruct the Association's counsel to file a lien on the Member's property. The warning will include an estimate of the costs associated with the lien, which are approximately \$300.00 and are added to the Member's outstanding balance.

Under no circumstances will a late fee be applied prior to April 1 or a lien filed prior to July 1. Mr. Hoge seconded. All Trustees voted in favor of the motion.

Mr. Miller made a motion to cap the \$50.00 per violation, per week penalties for violation of the deed restriction at \$500.00 per violation, per year. Further, Mr. Miller motioned that a lien may be placed on the property of any Member only if such Member (i) received a fine for violation of the deed restrictions and (ii) has not paid such fine on the earlier of (a) six months after the Member remedies the violation or (b) six months after the Member's fines reach the annual \$500.00 per violation cap. Finally, under no circumstances may a lien be placed on any property

unless the Member has received three monthly statements for the unpaid fines with such statements advising the date on which the fines must be paid to avoid the lien and an estimate of costs associated with the lien. Mr. Hoge seconded. All Trustees voted in favor of the motion.

Mr. Miller made a motion to conduct all votes at the annual meeting using Zoom's polling function. Ms. Nemire seconded. All Trustees voted in favor of the motion.

There being no further business before the Trustees, Mr. Miller made a motion to adjourn the meeting. Mr. Hoge seconded. All Trustees voted in favor of the motion.

The meeting was adjourned at 2:00 p.m.

Attest: _____
Andrew Miller, Trustee of the Crimson
Hollow Homeowners Association, Inc.

Date: February 8, 2020

Approved by the Board of Trustees on _____