

Meeting Minutes

Homeowners Association (HOA) Special Meeting

Date: May 6, 2025

Time: Meeting called to order at 6:05 PM

Location: Zoom and In-Person Hybrid

1. Attendance & Quorum

- Meeting started at 5:58 PM; officially called to order at 6:05 PM.
 - Attendance confirmed via Zoom and in-person.
 - Quorum established: 30 lots represented (via Zoom, proxies, and in person).
 - Board members Sean Steinebach, George Bazarko, Garrie Caudill, and Gloria Uhart attended at American Paper Converting. Also attending in person were Lydia Work, Jenny Caudill, Mark Uhart, Ken and Deb Youker, Jim and Marla Christensen, Jan Rush, Jim and Stephanie Moore, Larry and Paula Hamilton, Rich and Karen Wood, Dick Wenger Chelsea Adkins, Karen Bell, Steve Linder, and Jim and Shelley Bauserman. Attending via Zoom: Ryan Hendricks, Judy Zerbach, Tracy Peterkin, and Cyndi Apao.
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2. Approval of Prior Meeting Minutes

- Previous meeting minutes were distributed via email.
 - Motion to approve was raised, but spelling/formatting issues were noted by Gloria.
 - Approval of minutes deferred to next meeting pending edits.
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3. 2025 Budget Review and Approval

- The 2025 budget was reviewed in detail:
 - Revenue projected at ~\$34,000 based on HOA dues and anticipated ARC/transfer fees.
 - Key expenses include:
 - Entry maintenance/landscaping: ~\$8,085
 - Insurance: ~\$2,600 with \$5,000 deductible
 - Attorney retainer: \$2,500 for Ash County Properties potential litigation
 - Reserve Study: \$4,000
 - Pond Maintenance: \$6,000
 - Operating costs (Zoom, Dropbox, postage, P.O. box, etc.): ~\$31,152
 - Discussion on potential legal fees and allocations from carryover reserves (~\$10,000).
 - Road repairs not included in current budget will be addressed via special assessments.

- **Motion to approve budget passed** unanimously (30 votes in favor, none opposed).
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4. Road Repair Concerns

- Significant concern raised about deteriorating road conditions (esp. on Windy River).
 - Homeowner Chelsea and her husband (asphalt contractors) offered help and noted past volunteer work.
 - Discussion on starting crack-filling and seal-coating as immediate remediation.
 - **Road Committee** (Garrie, Tyler, Mark, Shelly, Larry) tasked with urgent report by June meeting.
 - Calls for updated Reserve Study to guide long-term road maintenance and planning.
 - Proposal to evaluate use of speed signs, reflective paint, and even stop signs to improve safety.
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5. Reserve Study

- Reserve Study last completed in 2018.
 - Bids being collected; one estimate ~\$1,600.
 - Goal to finalize vendor and scope by June/July; potential completion by August.
 - Focus to include road condition assessment and prioritization.
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6. ARC Committee Discussion

- Current ARC (Architectural Review Committee) has 5 members; some suggest streamlining to 3.
 - Discussion on whether members should include an architect or landscape designer.
 - Consensus: A five person committee, consisting of members who know the HOA governing documents, to include checklists, and who have been an ARC point-of-contact for a new homeowner, is necessary. If members, with architectural and landscaping experience, volunteer to be on the ARC why would the board not want them on the ARC? The HOA has always had four or five ARC members. Now we have the two board members on the ARC that is required per our Bylaws. Our Bylaws also state “and other members.”
 - Clarification on ARC submission process: An ARC member stated that the ARC provides the owner, before they submit their plans for approval, a copy of the Preliminary Design Checklist and the Final Plan Checklist. Then a point-of-contact is assigned to the owner. This process has been used since 2018 and there are records of it in our Gmail account.
 - No new ARC submissions currently pending, but activity expected on Wilson Ridge lots.
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7. Berm & Blind Corner Safety

- Lengthy discussion and heated debate on the blind corner at Daves View Drive and Mountain Reign Road due to constructed berm.
 - Safety concerns voiced; near-miss incidents cited.
 - Debate over whether berm was approved by the ARC and board.
 - Temporary solutions suggested:
 - Speed limit signs
 - Painted road lines
 - Stop signs on both sides of the blind curve
 - Agreement to collect facts, and engineer opinions before taking action.
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8. Executive Session

- Executive session held.
 - No decisions were made to vote on out of session.
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9. Action Items & Next Steps

- **Gloria** to submit edits on meeting minutes.
- **Road Committee** to deliver recommendation before June meeting.
- **Reserve Study RFP** to be finalized and sent out.
- **ARC** to consider committee structure and documentation requirements.
- **Board** to review berm safety options and coordinate professional evaluation, if needed.
- **Next HOA Meeting:** June 3, 2025 (first Tuesday of the month).

Respectfully Submitted,

Garrie Caudill

Secretary, Daves View at Martins Bluff HOA