



# HOA BOARD MEETING MINUTES

March 17, 2025

**REVISED**

I. Call to order, 7:00PM

II. Roll call: Board members in attendance were Chris Suarez, Tom Molitors, Judy Cox.

Homeowners in attendance were Ken Wilgoose, Fred and Betty Emerson, and Don Fischer.

III. Approval of last meeting's minutes: **Minutes were approved**

IV. Old Business:

Matter - Outstanding refund from the bank on the check fraud occurrence

1) Resolution of matter 2) Statement for the record 3) Action to prevent a repeat of the event

Treasurer has obtained a debit card from the HOA account - can this be used for future payments to avoid a "check" fraud event.

***Tom reported that he spoke to PNC's Fraud Division and there is a 120 day waiting period. To prevent a repeat of the event, he will be using the checking account's bill pay feature for payables that allow it, and the debit card for those that do not. Tom has also moved excess funds out of the checking account and into the savings account, reducing the amount of funds that someone could possibly access.***

1. Motion for Secretary and Treasurer to communicate via email for bank statements transfer and archiving. - **Motion passed - Tom has emailed the bank statements to Judy.**

V. New business:

Matter - Review landscaping bid proposals and decide which vendor will cover 2025.

1) Review the three bids 2) Discuss discrepancy 3) Vendor decision and notification

Secretary has reviewed the common areas and understands the different requirements.

***\*\*Judy reported that the current landscaper (may) have provided services that were not needed. She also recommended R.L. Galan Landscaping based on good experience working with them.- correction made 6/29/25. - statement made without prejudice***

1. Motion to approve selected vendor for year March 2025 - March 2026 - **Motion passed - Judy will notify all bidders and check with R.L. Galan regarding monthly payments of their \$5500 quote.**

Matter - Contingency / Succession planning

1) Discuss how to attend to a disruption of operation 2) Ease of transfer of duties 3) when to execute contingency / succession

"Board members need to be able to pivot in a quick emergency situation, albeit sickness / death or other event that will prevent a board member from carrying out fiduciary duties."

***Chris reported that he will be calling a special meeting of the board in the next month to discuss and implement a succession plan.***

Matter - Improvement to the HOA

1) Power washing the monument & sidewalks on both sides of Clubcommons adjacent to the common areas maintained by the HOA

***Chris reported that both sides of the monument, as well as the sidewalk on both sides of Clubcommons are in need of pressure washing.***

Motion to get bids for pressure washing monument and sidewalks. - ***Motion passed.***

2) Mailbox replacement initiative - Open floor discussion for any attending Homeowner to provide opinion on the matter.

1. a) Creating a mailer to Poll the subdivision on changing and upgrading the "pigeon" mailboxes to a modern metal (long lasting)
2. b) discussion on the implementation process.
3. c) group buy option for discount opportunity.

***Chris presented several mailbox options. He received an email from Jay at Sherman Signs and Mailboxes, and the new price for a wooden replacement of the current design is now \$485. Input from those in attendance was for a powder-coated aluminum mailbox in black to match our signage. Ken Wilgoose's mailbox was knocked down by a school bus, and he contacted Jay at Sherman Signs and Mailboxes and was disappointed with the service. He was quoted \$500 for wooden, and after three weeks was unable to get an estimated installation date. Ken is wanting a board decision on a metal replacement as soon as possible.***

***Chris will call a special meeting regarding mailboxes in two weeks.***

**VI.** Adjournment was at 7:44PM.

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