

Two Forty Place Association - HOA February Board Member Meeting | MINUTES

February 16th 2026 | 6:00 pm | Two Forty Place Townhomes

Meeting called by	Talitha Falconer - President	Talitha Falconer - President
Type of meeting	Monthly Board Meeting	Jerry Wigglesworth – Vice President
Note taker	Sophie Wong – Property Manager	Chet Whitnah – Secretary and Treasurer
Timekeeper	Chet Whitnah - Secretary	Alex Ceacle – Committee Chairman
		Sophie Wong – Property Manager

Objectives

- Jerry's resignation and duties dissolved
 - Homeowners with liens on their property
 - Nominations for upcoming election
 - Pest control contract
 - Bylaw amendments
-

Actions

- Assistant Property Manager, Jerry, announces resignation. Position will end at the end of February.
- Jerry shares contact information for pest control for \$100 dollars per month.
- HOA President, Talitha, announces that the assistant property manager position will be dissolved and current co-property manager, Sophie, will take over Jerry's duties.
- Board members discuss homeowners who have not yet gotten their mandatory plumbing inspection and/or have not produced proof of homeowners insurance.
- Talitha shares that Unit 813 is in foreclosure and delinquent on their dues. Additionally, Unit 843 is delinquent on their HOA dues. They both have HOA issued liens on their property.
- Ex-board Member, Mike, has resigned from his position via certified mail.
- Talitha explains the nomination process for the upcoming election in May. Both Alex and Chet are willing to remain on the HOA board as board members.
- Talitha shares pest control company's proposal to reduce service frequency from monthly to quarterly. Talitha also considers Jerry's recommendation. Board members discussed if quarterly pest control is sufficient. They compare the frequency of service to the cost of service. Board members agree to explore Jerry's pest control company recommendation and obtain a quote.

- Board members review the financial statements as of December 31st, 2025.
 - Board members discuss a bylaw amendment requiring homeowners obtain loss assessment coverage through their homeowners insurance policy. Alex suggests \$25,000 minimum loss assessment coverage. Chet refutes and suggests that \$20,000 minimum coverage be implemented.
 - Board members agree to: “1/52 of the master policy deductible times two”; for minimum loss assessment coverage. Talitha will follow up with the attorney for drafting the amendment.
 - Talitha explained that we currently are unable to collect attorney fees from homeowners who are delinquent on their HOA dues. Board members agree to explore ways to recover attorney fees.
 - Chet inquiries about the water bill after the mandatory plumbing inspections have mostly been completed. Talitha explains that unit(s) 802, 812, 813, 819 have not yet completed their plumbing inspection. Talitha answers that the water bill is still hovering around \$5,000 dollars per month. Board members agree to monitor the water bill for a few more billing cycles, especially due to the winter storm occurrence.
 - No proof of insurance for unit(s) 807, 812, 813, 819, 846.
 - Board members discuss the landscaping invoice for salting, plowing, and shoveling snow. Talitha concludes that she is going to dispute the invoice for uncompleted or insufficient services.
-

Next Action Items

- Any additional bylaw amendments
 - Upcoming maintenance and repairs
 - Nomination results and ballot preparation
 - Yearly election preparation
-