

Two Forty Place

2017 Special Meeting Minutes – Tues November 7th; 6:30p

Call to Order at 6:33pm by Cole Williams with the Introduction of the Board of Directors present: Cole Williams, Beatrice Culley & Barney Williams. Account Representation: **Kara Gentry & Sarah Henrici of Neighborhood Services Corporation**

The Board discussed the history of the HOA's management & the Board's decision to go with a new management company, Neighborhood Services, in which he introduced Kara Gentry & Sarah Henrici for a short presentation:

Per the handout provided by NSC, "What NSC Does For You": NSC brought a breakdown of services the company provides.

- ✚ As a third-party management company, NSC assists the Directors with the administrative portion of the management by scheduling regular maintenance of the grounds, buildings & traffics customer care regarding accounting & work order requests
- ✚ To protect the voluntary members of the Board of Directors from having full control of the banking, NSC handles all the finances. Monthly manager reports are generated showing the reconciled detail of all expenses & gathered income. These reports are then loaded to the Two Forty web page, provided through NSC's website, www.neighborhoodsplus.com

The Board then moved to discuss the 2016-2017 Year In Review:

- Reoccurring Expenses & Contracts stayed the same in 2017
- Insurance increased slightly
- Terminix Terms were renewed on a Qtrly Contract, on auto-pay
- Utilities: Water increased as per the cost inflation

*\$146.50 of the \$200/mon dues are earmarked towards basic monthly expenses as identified above.

****Capital Improvements** – The chimney repair project in 2016 was an approved expense for \$20K & the 2017 improvement to add Speed Bumps was approved for \$15K. More concrete work is necessary but it is the board's goal to budget out special projects by reserving \$20-30K in a MMKT fund. Currently there are more owners & less investors – to gain all funds needed to maintain the HOA, it was stressed that all owners pay their dues in an orderly fashion.

The Board moved to discuss the Special Meeting at hand:

- Unit 840 requested a review of the Special Meeting Guidelines: "To call a special meeting, a written request with ¼ of the voting membership must be submitted & approved" as per the Bylaws.
- 7 of the 14 signed petitions received, only 4 were verified as current on HOA Dues or verified the signature turned in was theirs. The Board scheduled a Special Meeting anyway to use this opportunity to introduce the new managers & discuss 2017 changes.

An Open Discussion was held, at length, regarding multiple items:

****Unit 840 questioned the meaning between of the “Special Meeting” vs “Annual Meetings”:** The Annual Meetings are held in the Spring to discuss & vote on Capital Improvements while holding Board of Director Elections. Any other meeting requested is deemed as “Special”, therefore the meeting currently in process was considered a “Special Meeting” & no vote can be discussed or election can be held.

****Unit 840 questioned the BOD Duties during the One year term & how they ran the HOA without BOD Meetings:** The Board verified that all Board of Director Meetings are held via phone or text as it is difficult to schedule a sit down with one Board Member working & living out of state. All business is done via telephone conference on a monthly basis.

****Unit 804 motioned to keep the same Board in place as it has been working to the Community’s advantage**

****Unit 840 motioned for 7 volunteers to fill only the 4 open positions.**

****Unit 847, a resident of 12yrs, expressed his concerns for the behavior between neighbors – it is a small community trying to successfully streamline business as best as possible within the HOA’s means. Unit 824 & 804 backed up this statement with encouraging words to the current Board for all the work they do in their private time.**

****Unit 849 requested the Lien filing to done with a more consistent turnaround time. The Board agreed.**

****The Discussion of the Meeting Agenda & past BOD minutes was brought up but because this was a Special Meeting, an Agenda or BOD minutes was not required.**

****It was mentioned by a resident that the Special Assessments are made without community wide approval – it was clarified that no assessment has or would ever be prepared or discussed without community wide input. Past interest regarding improvements have been minimal so all votes were held with “Majority Rules” on all Assessments.**

****The Board recommended a Nomination Committee lead to get a committee of volunteers willing to serve, via mass mail out to avoid singling out. The owner of Unit 849 volunteered to head this campaign & will work with Neighborhood Services to expedite the mail out. Notices to be prepared in January for the Annual Meeting held in the Spring.**

The Board then motioned to reconvene regular business at the Annual Meeting in the Spring & it was carried.

Adjourned at 7:58pm – Notes gathered & recorded by Kara Centry; Neighborhood Services Corp

Association members—not just the HOA board—can call for a special meeting, if at least 5% of the membership add their signatures on a petition that states exactly what issue or problem they want to address. Homeowners give the petition, with its stated purpose, to a board member who schedules the special meeting.

Article 4 “voting rights” sections 1 and 2 say nothing about members being current to vote.

Article 9 section 1 “duties of board” states the board must call a special meeting any time a written request of $\frac{1}{4}$ of voting membership.