

Two Forty Place Association HOA March 2020 Monthly Board Member Meeting | MINUTES

March 29, 2020 | 2:30 pm | Two Forty Place Townhomes

Meeting called by	Talitha Falconer - President	Talitha Falconer - President
Type of meeting	Monthly Board Meeting	Alex Ceacle – Vice President
Facilitator	Talitha Falconer - President	Ashlee Byrd – Secretary and Treasurer
Note taker	Talitha Falconer - President	Rachel Green – Assistant Secretary
Timekeeper	Alex Ceacle - VP	Matthew Green – Committee Chairman

Meeting was conducted via conference call because of COVID-19 virus.

***Matthew Green and Rachel Green did not attend meeting. ***

Review and accept February meeting minutes motion made by Talitha Falconer - second Ashlee Byrd – all approved

Review and accept February financial statements motion made by Alex Ceacle – second Ashlee Byrd – all approved

Discuss one delinquent homeowner going to small claims court for owing the HOA over \$3,000.

Review tree removal project

The board discussed the result of tree removal and stump grinding that occurred in February. The project was performed by Earth & Arbor Tree Preservation for \$17,660. Earth & Arbor Tree Preservation removal crew accidentally removed a tree the board decided to keep. Earth and Arbor apologized and will perform free soil testing and plant a tree of our choice in the place of our choice. In the original bid, an additional amount was included for deep root fertilization, prune dead, diseased, and broken limbs from one oak, four pines, and one redbud tree for an additional \$1,240. This amount will be lower since one tree has been removed. The fertilization will take place in April and the payment for this service will take place when the service is complete.

Homeowner survey

Board members reviewed the survey in its entirety and agreed on the survey questions. The board will send out the survey for all homeowners to complete and mail back when annual meeting announcement is mailed out in April to save postage costs. The survey will help the board to determine priorities for the community including long term financial goals to compete major community projects. The results of the homeowner survey will be announced at annual meeting.

New bushes and landscaping

Status of previously voted on landscaping. The vote was for new bushes being purchased in one or three gallon sizes to replace dead bushes that were removed or still need to be removed in front of units. Plant all new bushes and flowers in the island of the entrance and exit. Signature Landscape has been to the property three times in the past month gathering information to create a bid. We are waiting for a bid which should arrive the first week in April. The order needs to be placed soon as it takes three weeks for the plants to arrive. Since the community has no sprinkler system, the plants must be planted in April or early May to be established with spring rain fall before the drought of summer.

Non-Compliance Fee

Reviewing the new insurance requirement compliance from the December 14th 2019 meeting, revealed only 25% of the community has complied in the four notices and 3 1/2 months to comply. Board members discussed a motivational factor to encourage compliance with this issue and future issues since legal action can take place for non-compliance. The board members agreed upon a \$200 per month fee for any homeowner not complying with any HOA CC&R's, By-Laws, and Community Rules after a notice/warning letter has been sent. The lack of conformity of the insurance requirement left the HOA board members feeling that a fair amount of notices and time for a homeowner to comply before being assessed the non-compliance fee has reached its limit. Motion to accept a \$200 non-compliance fee per month after a notice/warning has been given made by Talitha Falconer - second Alex Ceerle – all approved.

Financial income options

Last month, the Board was looking at fundraising options and other ways to have income besides monthly dues. Two board members suggested charging the general public for a carnival with blow-up bouncy castles. Another board member suggested a bake sale. After much deliberation, the fact that the community is private property combined with homeowners already struggling to pay the newly raised monthly dues made this an unattainable goal. The board will continue to look at other possibilities.

Curb painting and signs

To be compliant with the City of Oklahoma City fire department regulations, the community needs to have all curbs painted "Fire Lane No Parking". The Fire Marshall visited the community and went over several violations for the code standards today that were not in effect in 1979. On the list of 10 items the community needs to update, the curb painting was first on the Marshall's list. The topic was brought up again along with three bids from companies who specialize in curb painting. The

majority of the board voted to table the discussion until after the construction project is complete.

Review process for annual homeowner meeting on May 19th

With the COVID-19 virus preventing groups of more than 10 people to be in an enclosed room, the board discussed other options of how the meeting can still go forward. Talitha will contact HOA Attorney to see what the state law says about a virtual meeting and if required people have to be in attendance for it to be official. The board members along with the bookkeeper's employees are willing to attend in person and that will be 10 people or less. Also, will contact the Chamber of Commerce to see what their regulations are with allowing people to hold a meeting in their facility since it is private property.

Review items up for vote at the meeting

Board members agreed to bring up all failed amendments from the December 14th meeting and add a few others as well. The board agrees each meeting should have items to vote on so a continuous progression of the 40-year-old Declaration is brought up to date as it states in the Declaration to occur. Board members read through each proposed amendment and edited each to what the language should be. The list of proposed amendments includes:

Article 1, sections 11 and 17; Article 5 sections 1 and 2, Article 8, Article 15 sections 1 and 3, Article 7 section 1. Also, the board members think the homeowners should be asked if they would like another meeting in September (after virus regulations should be lifted) because this meeting will not be as engaging.

Board members discussed and approved the agenda for the May 19th meeting.

Motion to adjourn @ 3:30pm was made by Ashlee Byrd - second Alex Ceclre – all approved.