

PRELIMINARY MINUTES

SUBJECT TO NEXT BOARD MEETING APPROVAL

BOARD OF DIRECTORS MEETING

Thursday, September 12, 2024

Location: 3rd Floor Conference Room of Parker Station

Attendees: President – Ty Pippin -- Present

Vice President – Patricia Ross – Present via Zoom

Treasurer – Lowell Willock -- Present

Secretary – Susan Caudill – Present via Zoom

Member at Large – Fred McCarthy -- Present

Community Manager – Laura Williams – Present

I. CALL TO ORDER

6:01 pm

II. GENERAL SESSION (BOARD Q & A)

III. APPROVAL OF MINUTES

A motion was made by Lowell to accept the minutes as amended from the August 15, 2024, meeting. Fred seconded and the motion was unanimously approved.

IV. FINANCIAL REPORT given by Lowell Willock

- Balance Sheet
- Profit & Loss Budget vs. Actual
- Income/Expense Summary (as of August 2024)
- LPL Payback – Lowell requested that 100K from insurance savings be transferred to LPL on September 15th as payback for insurance loan.

V. HOMEOWNER COMMUNICATION

No Homeowner communication

VI. COMMITTEE REPORTS

- a. Paint** – Fred will walk Phase 3 with CertaPro tomorrow. CertaPro is projecting that the paint project will be completed mid-October.

- b. **Water Meters** – Test building is showing a decline in usage. How homeowners will be billed is still TBD.

A motion was made by Fred to pay SimpleSub Meters from the Reserve Fund at a cost of the amount needed and paid back over a set amount of time. Lowell seconded and the motion was unanimously approved.

Lowell made a motion to reduce monthly dues by \$80 per unit starting January 2025, to commence individual water meter voting for a period of 60 days starting on October 14, 2025, and start the installation of meters once the 51% vote is reached. Fred seconded and the motion was unanimously approved.

VII. **MANAGER'S REPORT was presented by Laura Williams**

Laura presented a proposal from CertaPro for curb painting. The proposal received is higher in cost than the previous proposal from MCC & Associates.

Lowell requested that all signage put out on HOA property by homeowners and/or businesses that are not approved by the HOA be removed.

Lowell suggested that the electrical receptacles in the bathrooms at the pool building be removed as they present an insurance issue. The maintenance side of the building will still retain electrical outlets.

VIII. **OLD BUSINESS**

- a. **Paint Project** – Discussed under Committee Reports
- b. **Confluence Builders** – No further contact or information from Confluence Builders.
- c. **Roof Inspection** – Patricia has notified our insurance agent of possible roof damage. The HOA will need to have a third roofer check different locations other than the first two roofers. Fred will contact a third roofer to do the inspection.
- d. **Curbs** – Lowell made a motion to accept the proposal from MCC & Associates for the curb painting project. Fred seconded the motion, Ty and Lowell voted in favor, and Patricia, Susan and Fred abstained. The motion did not pass. Laura will continue to obtain additional bids.
- e. **Attorney Meeting** – Lowell and Susan gave an update on the meeting. Lowell provided a letter from our attorney regarding researched issues. Susan added that the attorney suggested that we open a non-apportioned savings account for items such as pool repairs, asphalt, concrete, etc. Also mentioned was how to handle short-term rentals. We now have the correct Briarwood owner to contact, as well as the need to contact the licensed real estate agent.
- f. **2025 Budget** – Work in progress.
- g. **Airbnb** – Discussed under Attorney Meeting.

IX. NEW BUSINESS

a. Election of Officers – Lowell advised that our Bylaws state that officers serve a term of one year, which historically would mirror our fiscal year (September 1 through December 31). Since our fiscal year has changed, it was suggested that we elect new officers for the remainder of the calendar year.

President – Lowell nominated Patricia, Susan seconded, and the vote was unanimous.

Vice President – Lowell nominated Fred and Ty seconded. Patricia nominated Susan and Fred seconded. Ty voted for Fred to be Vice President; Lowell, Patricia and Fred voted for Susan and Susan abstained.

Treasurer – Fred nominated Lowell, Patricia seconded, and the vote was unanimous.

Secretary – Fred nominated Ty, Lowell seconded, and the vote was unanimous.

Member at Large – Fred continues as Member at Large.

b. Office Lease – Laura advised that as of October 31, 2024, our current lease will increase from \$972 per month to \$1,350 per month. It was suggested that Laura check with other office buildings for vacancies and monthly rent. Fred advised that if needed, he would resign from the Board and rent the HOA a space in his office building for \$1,200 per month.

X. SUGGESTIONS FOR FUTURE BUSINESS

XI. SET NEXT MEETING DATE, TIME, PLACE

The next Board meeting will be held on Thursday, October 17, 2024, at 6 pm and will be held at Parker Station and on Zoom.

XII. ADJOURNMENT

7:59 pm

Patricia motioned to adjourn the meeting, Fred seconded, and the motion was unanimously approved.