

## BOARD OF DIRECTORS MEETING MINUTES

Location: Via Zoom (Online Meeting App)

Minutes Prepared By: Bonnie Shows, Secretary

Board Members Present: Allen Baker, Albert Bosch, Barry King, Don Shackelford, Bonnie Shows,

Board Member Absent: Linda Intschert, Melissa Nelson, John Spire

1. The meeting was called to order at 7:06p.
2. Roll was called and a quorum established.
3. Welcome.
4. Secretary's Report.

The April minutes were provided and distributed via email prior to the meeting. Barry made a motion to accept the minutes; Albert seconded. Motion approved.

A letter was mailed to all homeowners stating the curb numbers would be painted in May during the next few weeks. One homeowner, 15115 Rose Cottage Drive, asked that we not paint his curb number as he recently commissioned this done. The Board agreed to accommodate the homeowner. One letter to a homeowner was returned by USPS marked "Unable To Forward".

5. Treasurer's Report.

The April financial reports were provided and distributed via email prior to the meeting. Don made a motion to accept the Treasurer's report; Albert seconded. Motion approved.

Five delinquent homeowners not on a payment plan.

Barry recommended Griffin & Company to audit the Association's financial records. Don made a motion to accept the quote for the audit; Allen seconded. Motion approved.

Albert made a motion to give Barry permission to sign the engagement letter from the auditor; Barry seconded. Motion approved.

6. President's Report.

Complaints and Inquiries:

A complaint was made against the residents at 15003 Rose Cottage Drive for parking a commercial vehicle. This is currently a rental property. The tenants have been notified but have failed to comply. Linda researched the lease agreement and it does include a provision that states the renter must abide with all the HOA deed restrictions. Albert and Linda will draft a letter to send to the homeowner (in Wisconsin) and the owner will contact the tenant.

A complaint was made against 5111 Westerham Place for having too much trash on garbage pick-up days.

Wall Maintenance

Waiting on the contractors to back-filled soil to help with drainage issues. Business is backed-up due to COVID-19 and federal work shut-downs.

Barry made a motion to accept the President's report; Allen seconded. Motion approved.

7. Executive Session.

The board entered executive session at 7:45p.

William (Will) Echols, Attorney attended Executive Session via Zoom.

The HOA has new legal representation and previous counsel will forward all records.

The President will receive assistance from legal counsel regarding a letter directed to a homeowner regarding deed restriction violation(s).

We have five homeowners who have not paid the annual maintenance dues, nor have they set up a payment plan.

The board exited executive session at 8:30p.

8. New Business.

Excluding the Secretary and Treasurer, all other board members will be assigned in rotation for answering complaints beginning in June.

9. Deed Restriction Notification Letters.

Linda will pick up the cards and the yard signs "ACC Approved Project" by the end of the month.

10. Architectural Control Committee.

Two requests for tree removals have been granted.

11. Old Business.

None.

**ACTION ITEMS:**

Bonnie will contact residents at 5119 Wightman Court to see if this is a rental property.

Bonnie will email the revised deed restrictions numbers 1-4 to the Board for final approval before submitting for a vote to the homeowners at a future date.

Bonnie will email the revised deed restrictions numbers 5, 7-9 to the Board for comments.

Bonnie will issue the next four deed restrictions to the board next week.

Albert: Follow up with Jorge regarding wall and ladder

Bonnie: Email mark-up of revisions 1-4 to board to review and vote.

Bonnie: Email a Word document of each deed restriction listed above to the teams for easier revision.

12. Adjourn.

Barry made a motion to adjourn at 8:38pm; Don seconded. Motion approved.