

Meeting Info

Topic:	Board of Directors Monthly Meeting
Date:	09-29-2020
Time:	6:30pm
Location:	Zoom Video
Minutes By:	Jackie Hoffmann

Participants

	BOARD:		OTHER ATTENDEES:
x	Ted Frederick	x	Marty Mogalian
x	Jackie Hoffmann	x	Chris Vasilas
x	Chris Mathers		
x	Vivian Pemberton		
x	Rich Warren		

Opening (Ted)

Call to order	Quorum present, called to order @ 6:31pm.
Approve or amend minutes from 09-08-2020 board meeting	MOTION to approve minutes; seconded & passed unanimously.

Secretary (Jackie)

Discuss whether or not to post meeting minutes on the website (board, committees, anything documented), how to keep confidential information from being published, etc.	<ul style="list-style-type: none"> • Necessitates maintaining 2 versions of minutes, deleting Closed Board session/sensitive information from the public version. This would screen private information from public scrutiny, such as homeowner names who are behind in their dues payments. • MOTION to create public version of minutes for publication on website; seconded & passed unanimously. Jackie will provide a sample of minutes from tonight's meeting in both versions to Board.
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Finance (Chris V & Rich)

Financial summary and September/October snapshot	<ul style="list-style-type: none"> • We have approximately \$40K in bank account (combined operating funds + reserve). We expect no significant additional income until January dues billing. • Rich has identified some payments made in March & May 2020 that should be moved out of landscape operating budget & into the landscape project. This will more accurately reflect cost of the project & separate from routine maintenance.
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	<ul style="list-style-type: none"> Landscape maintenance expenses year-to-date have exceeded the 2020 yearly budget allotment.
Past due members, balance outstanding and collection strategy/successes	<ul style="list-style-type: none"> Total past due is \$4,212 from 21 homeowners delinquent in dues payments. Of those, 7 have balances greater than \$100. Chris V has a current past due list ready to go & will forward to Rich for continued collections follow-up.
Strategies for replenishing the coffers outside of special assessments—capital improvement fees, transfer fees, etc.	<ul style="list-style-type: none"> We could implement capital improvement fee on home sales to go into improvement fund (a percentage of home sale, could run around \$1200). Concern raised about making CT unattractive to purchase homes in, but Ted feels this is fairly common & he’s seen in practice elsewhere. Vivian raised “adopt a corner” ideas. Board would not want homeowners doing the physical work (pulling weeds, changing lightbulbs) because 1) they pay dues for this & 2) there is liability for anyone getting hurt. “Sponsoring corners” would be more financial support, but this would not likely generate support from homeowners. Conversation to continue, creative ideas encouraged.
Reserve analysis update	<ul style="list-style-type: none"> Ted has reached out to a couple of companies & hasn’t received response yet. Will continue & hopes to have feedback by next board meeting.

Committee Briefings – Landscape (Ted)

Discuss common corners strategic plan & priorities around electrical, plumbing & landscape	<ul style="list-style-type: none"> Approaching common areas holistically, addressing landscape, electrical & plumbing with a coordinated plan. There are likely some savings to be achieved by synchronization of these items, such as not having to remove rock for electrical, then remove rock again for plumbing, etc. Goal is to complete a reserve analysis, obtain electric & plumbing repair numbers, landscape numbers, & then circulate among homeowners with best plan for funding. We have 1 bid (approx \$20K) for electrical repairs/changes. A 2nd bid was sought but contractor would only quote time & materials and has been ruled out. Additional 1 or 2 electrical bids are being sought. Prolonged discussion about expediting repairs, particularly electrical, vs waiting longer while including in total common area project. 2 board members felt strongly that electrical repairs should take priority & proceed immediately, especially since APS first notified the HOA about it in Spring 2019. Ted met with APS to review the meter pedestals & feels strongly they are not a danger. 3 board members are willing to wait a limited time (potentially
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	February) to manage these repairs with the entire common corner package.
Landscape architect proposal	<ul style="list-style-type: none"> • Ted obtained proposal from landscape architect who has worked on other area Dell Trailor subdivisions with corner monuments. Proposal is \$800 (\$300 down, \$300 after completion of design, and \$200 for copy of plans after completion of the work). Feels that reliance on a professional is necessary to develop a sound plan, which will indicate the necessary funding, so we can then work on a funding strategy. • Detailed discussion followed, including how much was architect told we have for a budget (he was given no budget & will advise what we need to do for as little as possible). Fee is low for skilled background & amount of effort required, optimistic for a very professional outcome. 2 board members will not consider hiring a consultant when other repairs are delayed. • MOTION to approve landscape architect @ \$600 (\$300 down, \$300 on design completion; another \$200 would need to be approved later if we execute the design); seconded. 1 aye, 2 nays. Motion carried.

Committee Briefings – Architecture (Chris M)

Update on colors/standards	Rich: Met with Sandy W & Dunn Edwards consultant. Plan is to keep 4 of the old body colors + 6-7 new body colors, keep 2 of the old trim colors + a dozen new trim colors. This represents a progress report, is not complete. Once complete, Dunn Edwards will update their website for Country Trace approved colors; countrytracehoa.com will also be updated with new palette.
Review any current requests	None pending action or board response.
Summary of violations that need to be addressed	Postpone until next meeting in conjunction with next item.
Discuss CC&R fee violation schedule	Postpone until next meeting

Committee Briefings – Nominating & Social (Jackie)

Review welcome letter for Social Committee, the process for welcoming new homeowners/renters	Postpone until next meeting
CT letterhead—would like to incorporate the website logo.	Postpone until next meeting

Suggestions or samples?	
Confirm that support@countrytracehoa.com is an email address that will be used on the letterhead & monitored	Postpone until next meeting
Block Watch: Beth Squyres on Social Committee wanted to know if there's been interest in this, would any particular group in the HOA be involved, etc.	Postpone until next meeting

Digital Communication (Vivian)

Website development update	Postpone until next meeting
How the CT Zoom account works (different from original expectations)	Board members must schedule from main shared account (unless you have a paid account). If you have a free account and you schedule under your associated account, you are limited to 40 minutes & can't record. Therefore, schedule under the main shared account.
QuickBooks / Online bill pay and account access update	<ul style="list-style-type: none"> Once we are at Phase 1, we will still have to send a bill (USPS or email), homeowners will have to go to payment gateway to make the payment (or send check/traditional payment but we will encourage electronic). Automatic bill pay will come at Phase 2 Vivian has worked with recurring autopay in the past; hopefully we can manage this, will have to find out if it's an option with our free .net membership. Security also has to be accounted for in the level of account membership we hold. Discuss next steps/anticipated schedule at next board meeting

New Business

N/A	
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Items Tabled for Future Discussion

See items above where we ran out of meeting time.

Closing

Schedule next meeting	Tuesday 10/27 is the next last Tuesday of the month
Meeting end	MOTION to adjourn 8:28pm; seconded & passed unanimously.

Next Meeting

Topic:	Monthly Board Meeting
Date:	Tues 10-27-2020
Time:	6:30pm
Place:	Zoom