

Meeting Info

Topic:	Board of Directors Monthly Meeting
Date:	10-27-2020
Time:	6:30pm
Location:	Zoom Video
Minutes By:	Jackie Hoffmann

Participants

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

Opening (Ted)

Call to order	Called to order @ 6:35pm
Approve or amend minutes from 09-29-2020 board meeting	MOTION to approve; seconded & passed unanimously MOTION to post to website for public consumption; seconded & passed unanimously

Administrative/Secretary (Jackie)

Obtain Articles of Incorporation	<ul style="list-style-type: none"> Jackie will follow-up with Chris V to obtain this from AZ Corp Commission MOTION to authorize up to \$50 for this expenditure; seconded & passed unanimously
Status of Homeowner Database	<ul style="list-style-type: none"> Currently have about 135 homes with email addresses, 50 without Vivian will install full version on Google Docs for board to access homeowner database, once it's ready for publication to board Ted would like to have a simple password (e.g., CountryTrace2020) for a contact list that all homeowners would access, will need to obtain homeowner approval to publish their info
Board to announce annual meeting and election, what to include (e.g., ballot, proxy, etc.), when to send. Will this be included with dues mailing at end of December?	<ul style="list-style-type: none"> Table this for special meeting

<p>Are we planning a December newsletter?</p>	<ul style="list-style-type: none"> • Communication leading up to January annual meeting can fulfill the need for a December newsletter. January newsletter will be needed to announce the election results & send meeting minutes/summary from the annual meeting.
<p>How to handle reimbursement for printed materials</p>	<ul style="list-style-type: none"> • Jackie to expense portion of toner cartridge purchases for HOA printing

Committee Briefings – Nominating & Social (Jackie)

<p>Social Committee new homeowner welcome - Review welcome letter to homeowners, process for tracking new homeowners/renters</p>	<ul style="list-style-type: none"> • Add cc to Board at bottom of letter • MOTION to accept; seconded & passed unanimously • Tracking process of homeowner turnover in the database is imperfect, but is new & can be adjusted over time as we determine better methods. Currently no tracking of renters.
<p>Social Committee has requested official CT letterhead—would like to incorporate the website logo. Suggestions or samples?</p>	<ul style="list-style-type: none"> • Vivian recently reached out to Rich Morrell for update on website logo.
<p>Confirm that support@countrytracehoa.com is an email address that will be used on the letterhead & monitored</p>	<ul style="list-style-type: none"> • Emails to this address currently go only to Vivian, but it can be widened to distribute to other board members as needed. Over time we'll evolve this into a different process, once we see what kind of contacts we're getting. • This is available to be used as the "main" published email address
<p>Block Watch: Beth Squyres on Social Committee wanted to know if there's been interest in this, would any particular group or committee in the HOA be involved, etc.</p>	<ul style="list-style-type: none"> • Put on next board meeting agenda, see if Marty has input from experience on past boards • Discussion about this being officially tied to the HOA vs an independent effort; discussion unresolved • Jackie will follow-up with Beth to ask what her expectations are, has she experienced anything that is prompting her to look into this, etc.
<p>Nominating Committee initial mailing + follow-up mails</p>	<ul style="list-style-type: none"> • Initial mailing contains Call for Candidates email with link to Candidate Application & link to description of Offices & Duties. • Paper mailing containing all of above for those homeowners we still don't have email addresses for. Hand delivering as many as possible for HOA cost savings. Some are off-site owners that need to be mailed USPS. • Time sensitive, target date to send initial communication is 10/30 • Follow-up communications will be sent as reminders & to continue generating activity/responses.
<p>Calendar for Nom Cmte to present Nominees to Board (current target 12/16)</p>	<ul style="list-style-type: none"> • Deadline to submit candidate applications is 11/30 • Nominating Committee will use roughly 1st 2 weeks of December to evaluate candidates & schedule interviews, make final selections.

	<ul style="list-style-type: none"> • Candidate selections will be sent to Board for inclusion in mailing with ballot. Target 12/16 to submit to Board. • Board will include candidate names in ballot and any mailing materials, target mailing 2nd half of December (need to nail down dates around holidays, etc.).
<p>Location of annual meeting, venues investigated by Nominating Committee, potential costs for venues</p> <p>How to handle meeting if all virtual, or virtual + on-site hybrid option</p>	<ul style="list-style-type: none"> • Board feels strongly that annual meeting will need to be all virtual • Zoom can handle hundreds of people in a single session. For those that don't have a computer, we can set up a room that allows social distancing and project Zoom onto a screen. • All Zoom session is primary preference • Board will give thought on how to run the meeting and still make it meaningful and interactive, without IT support for remote users, and any other issues that may be specific to holding as a videoconference.

Finance (Rich, Ted)

Financial summary and October/Q4 snapshot	<ul style="list-style-type: none"> • Chase bank account balance \$40,987 • 1 corner water bill was 10x higher than others, looking into why there are occasionally differences (drip line leak, etc.)
CLOSED SESSION	<ul style="list-style-type: none"> • REDACTED
Strategies for replenishing the coffers outside of special assessments – capital improvement fees, transfer fees, etc.	<ul style="list-style-type: none"> • Capital improvement fee, transfer fee, documentation fee – what are the differences, what do we already charge & what is reasonable/legal? • Look at what's required for increases in any of these fees (homeowner vote, board vote, etc.) • Look at typical fees from other HOAs • Discuss for January meeting
Reserve analysis update	<ul style="list-style-type: none"> • Ted found a company that will do a reserve analysis for \$1300 (others are significantly higher) • Board is not in agreement on proceeding with the reserve analysis now vs when HOA funds are more ample. No vote at this time.
Title Company packages sent out	<ul style="list-style-type: none"> • Rich will request that Chris V copy him on all emails of title company packages sent out, as this generates charges from TaxTime to Country Trace. This will keep Board informed of all properties changing owners, as well as providing backup documentation for TaxTime charges.

Committee Briefings – Landscape (Ted)

<p>Common corners plan and priorities around electrical, plumbing and landscape</p>	<ul style="list-style-type: none"> • Ted presented 3 options from landscape architect Metropolitan Green, including sample renderings of corners with each option. • Options vary low to higher in expected cost. Lowest cost option would reuse the rip-rap & replace plants, the other options would replace rip-rap with gravel & have different plant options. • Recommends painting monuments a lighter color • Replace signage/lettering • Ted will ask architect for some changes, based on Board discussion • Once Board agrees on a direction, Ted will facilitate getting budgetary estimates • Once a decision on what option to go with, discussed beginning with changes to only 1 corner. This will ensure results are as expected before investing the total amount needed for all corners.
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Committee Briefings – Architecture (Chris M)

<p>No new activity to review</p>	<ul style="list-style-type: none"> •
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Digital Communication (Vivian)

<p>Website development update</p>	<ul style="list-style-type: none"> • Requests that are coming in via website are not yet being tracked. Vivian receives copies of every form that’s submitted.
<p>QuickBooks/Online bill pay</p>	<ul style="list-style-type: none"> • Fee for online bill pay would be applied to homeowner since it’s a convenience fee • Could be ready to accept payment online but we still have to send paper invoices

Items Tabled for Future Discussion

<p> </p>

Closing

<p>Schedule next meeting</p>	<p>Tuesday 11/24 is the next last Tuesday of the month</p>
<p>Meeting end</p>	<p>Adjourned @ 8:51pm</p>

Next Meeting

Topic:	Monthly Board Meeting
Date:	Tues 11-24-2020
Time:	6:30pm
Place:	Zoom