

Meeting Info

Topic:	Board of Directors Monthly Meeting
Date:	12-01-2020
Time:	6:30pm
Location:	Zoom Video
Minutes By:	Jackie Hoffmann

Participants

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

Opening (Ted)

Call to order	Quorum present; Call to order @ 6:33pm
Approve or amend minutes from 10/27/2020 board meeting (Note that 10/27 meeting scheduled next board meeting for 11/24, but this was rescheduled to 12/01 due to the holiday week)	MOTION to approve; seconded & carried unanimously

Finance (Chris V, Rich, Ted)

Financial summary and November/Q4 snapshot	<ul style="list-style-type: none"> Total monies spent for 2020 is projected at \$41-\$42K Bank balance for end of 2020 is projected at \$38K (operating + reserve funds) Chris V has modeled a 2021 budget, but actual budgets will be determined after decisions on 2021 projects
Past due members, balance outstanding and collection progress	<ul style="list-style-type: none"> \$2,772 is past due (reduced by \$1100 since late October)
2021 dues	<ul style="list-style-type: none"> MOTION to set 2021 dues at \$185; seconded & carried unanimously

Strategies for replenishing the coffers outside of special assessments – capital improvement fees, transfer fees, etc.	<ul style="list-style-type: none"> • Capital Improvement fund under consideration, would be a percentage of home purchase price assessed to new owner. • Chris M: contact HOA attorney to see what their fee is to provide guidance on this
Reserve analysis by independent 3 rd party	<ul style="list-style-type: none"> • May wait to consider this until after landscape project scope/expense is defined

Digital Communication (Vivian)

Online bill pay status	<ul style="list-style-type: none"> • Working on “pay your fee” to electronically pay dues invoice • Recognized the need to add “make a payment” function; for example, used by homeowners in arrears who are on payment plans. • Will set up payment gateway using TaxTime physical address (unable to set up with PO box)
Website updates	<ul style="list-style-type: none"> • Vivian will remove Nominating info from website landing page

Administrative/Secretary (Jackie)

December mailing: Board to announce annual meeting & election, what to include (e.g., ballot, proxy, etc.) Separate mailing or include with dues mailing at end of December?	<ul style="list-style-type: none"> • Include ballot, date & time of annual meeting, agenda for annual meeting • How to handle mailing ballots in advance but also allow for nominees from the floor (per Bylaws). Could accept electronic votes & paper from those without computers, would have to tally & provide results after meeting is over. • Add a section to newsletter of real estate in CT • Board will provide content to Jackie by 12/11 • Handle as a paper insert with invoice mailing • TaxTime is closed 12/18-1/4, needs this mailing ready to insert with dues invoices by 12/14 • Invoice will need verbiage to let homeowners know about option to pay electronically
Planning & prep for annual meeting	<ul style="list-style-type: none"> • Agenda should include landscape project status, paint colors, what’s HOA vs homeowner responsibility at the common area corners • How to handle computer access for homeowners without computer/internet? Most likely need to offer dial-in phone access only for those people.
Status of Committees with end of year/new elections	<ul style="list-style-type: none"> • Committees technically end and start new at the time of the annual meeting. We don’t have a firm process for handling committee

	turnover/continuance – can it be handled as an opt out?
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Committee Briefings – Architecture (Chris M)

Updates on Architectural tasks & homeowner requests	<ul style="list-style-type: none"> • Updated color palette is posted to the website • No pending projects & no pending homeowner requests
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Committee Briefings – Landscape (Ted)

Common corners, new revision from landscape architect (hybrid option mixing desert & tropical)	<ul style="list-style-type: none"> • Integrated Mediterranean fan palm as a replacement for some of the queen palms that have not survived. Ted would like board to review & provide feedback. • If we want any more revisions, there will be a cost from landscape architect • Would like to identify a test corner (not immediate)
Electrical repairs	<ul style="list-style-type: none"> • Ted would like to proceed with electrical repairs at 66th & Kings. Cost should be \$1500-\$2000. Does also require some landscape labor. MOTION to repair at not to exceed \$2500 (all in, including landscape), seconded & carried unanimously.
Some dead/dying sour orange shrubs at some corners	<ul style="list-style-type: none"> • Landscaper thinks these are not dying from age but from a mite or other cause. Estimates about \$200 replacement cost per 10-foot tree. Guessing we may need to replace about 6 total, but landscaper will get an accurate count.
Landscape maintenance: holiday lights at corners + burned out lightbulbs	<ul style="list-style-type: none"> • Holiday lights completed today • Light fixture burned out light bulbs will be replaced by 12/02
Dead lantana @ 66 th & Sandra Ter	<ul style="list-style-type: none"> • Landscaper can replace for \$80 (2 plants \$40 each). MOTION to approve, seconded & carried unanimously.

Committee Briefings – Nominating & Social (Jackie)

Social Committee updates	<ul style="list-style-type: none"> • New homeowner @ 6722 E Grandview
Block Watch follow-up discussion, issue originally brought up by Social Cmte member	<ul style="list-style-type: none"> • Board majority is not in favor, feels it should be separate from HOA • Willing to recommend it to Association members, if they choose to create
Nominating Committee – board candidate applications	<ul style="list-style-type: none"> • We have a total of 6 candidates; 3 from the existing board + 3 others
Nominating Cmte meeting 12/02 for follow-up discussion on	<ul style="list-style-type: none"> • Jackie will advise Board of next steps/timeline after the Committee has met

applications	
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Items Tabled for Future Discussion

N/A

Closing

Schedule next meeting	Wednesday 12/30 (changed date due to holidays)
Meeting end	Adjourned 8:06pm

Next Meeting

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Place:	Zoom