

**Meeting Info**

Topic:	Special Meeting to Appoint Board Director
Date:	JULY 9, 2021
Time:	3:00 PM
Location:	Zoom
Minutes By:	Ted Frederick & Rich Warren

**Participants**

<b>BOARD:</b>	<b>OTHER ATTENDEES:</b>
Ted Frederick Rich Warren  General Counsel: Javier Delgado – Carpenter Hazlewood	Mickey Stern Matt Walsh Maureen Bradley Mary Stursberg Vickie Steele Terry Shephard Tom Volak Dave Frei Christopher Mathers Dan Kranz Richard A Morrell Michelle Warren Adam Jaffe Scott Goggin Barbara Graunke Jackie Hoffmann Polly Chapman Richard Morrell Tania Kvakic

**Opening**

Call to order	Called to order at 3:05
	Housekeeping comments by Ted related to orderly Q&A
	Introduction of Javier Delgado to explain ARS and ByLaws

**Javier Delgado, Esq. Carpenter-Hazelwood, LLP**

Summarized recent situation with resigning board members and assured homeowners that the board still existed, and the action being taken by the remaining directors to replace them was completely consistent with the HOA governing documents and ARS.

Additionally, he highlighted that the Directors have full authority and the fiduciary responsibility to the Association/Corporation to retain counsel.

**Opening Statement – Ted & Rich**

Ted thanked the homeowners who attended and summarized the events and resignations that led to this meeting. Additionally, summarized the work done to-date and planned for the 2<sup>nd</sup> half. Brief recap of financials, planned audit and that bids for budgeted works were coming in significantly lower than budget.

Rich provided more detail on the activity at the corners, specifically around the pedestal replacements, irrigation repairs and plans for aesthetic changes at the corners that were in the works.

**Member Q&A**

Jackie Hoffmann and Chris Mathers voiced concerns/displeasure with the validity of the meeting and appointment.	Restated the position and opinion of the HOA attorney, A.R.S. and by-laws. Offered to have the HOA attorney discuss further with the homeowners if desired.
Various homeowners, Bob Steele, Rich Morrell and others expressed desire to return to a more collaborative and less contentious environment	The Board concurred 100%.
Scott Goggin had questions to the objections/commentary poised by Jackie and Chris and asked for specifics.	Jackie and Chris provided nothing specific but made mention of personality or management style conflicts that led to their departure.

**Motion to Appoint new board member**

Ted motioned to appoint Adam Jaffee to the 1-year term vacated by Jackie Hoffmann	Motion passed by unanimous consent
Rich Warren seconded	

**Closing**

Next meeting	July 13, 2021 via Zoom
Meeting end	4:30p

**Meeting Info**

Topic:	Special Meeting of HOA Board of Directors
Date:	JULY 13, 2021
Time:	12:00 PM
Location:	Zoom
Minutes By:	Ted Frederick & Rich Warren

**Participants**

	<b>BOARD:</b>		<b>OTHER MEMBERS OF THE ASSOCIATION:</b>
	Ted Frederick Rich Warren Adam Jaffee		Charlie Chugerman Dan Kranz Dave Frei Scott Goggin Jackie Hoffman Kelli Walker

**Opening**

Call to order	Called to order at 12:05 – quorum of board members present.
	Housekeeping comments by Ted to remind homeowners of Robert’s Rules of Order and that the Board may not be able to field questions today due to time constraints

**Motion to Appoint Offices**

<p>Ted Frederick motioned for Board Office appointments:</p> <ul style="list-style-type: none"> <li>• Ted Frederick- Resigned VP office, Appointed President</li> <li>• Adam Jaffee – Appointed VP</li> <li>• Rich Warren – Appointed Treasurer &amp; Secretary</li> </ul>	<p>Seconded by Rich Warren and passed Unanimously</p>
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**Motion to Ratify Javier Delgado of Carpenter Hazlewood as Counsel**

Ted Frederick motioned	Seconded by Rich Warren and passed Unanimously
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**Motion to Approve SVH Bid of \$1500 to make water line repairs at 68<sup>th</sup> & Beverly**

Rich Warren motioned	Seconded by Adam Jaffee and passed Unanimously
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**Discussion of Landscape Maintenance and Water Usage**

Brief discussion of landscape management options and that the water usage anomalies at 66 <sup>th</sup> and Sandra and 68 <sup>th</sup> and Grandview are being investigated	Further discussion tabled for regular board meeting
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**Discussion of Electrical Pedestal Repairs**

Brief discussion of planned electrical repairs. Originally scheduled for June but supply shortages have pushed the project to calendar Q4	Further discussion tabled for regular board meeting
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**Back-office systems and support discussions**

Ted Frederick mentioned that we are examining a number of potential solutions including remote accounting and back-office systems support which can drive significant cost savings to the HOA.	Further discussion tabled for regular board meeting
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**Financial Audit**

Ted Frederick mentioned that we are undertaking an audit in the coming weeks and the Board is examining whether the firm doing the audit can also incorporate a reserve analysis in their work and how much that would add to the \$2500 expense. The audit and \$1250 deposit was authorized in previous board meeting	Further discussion tabled for regular board meeting
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**Discussion of additional items needed from old accountant**

It was shared that we lack some of the HOA stamps and utility logins.	No other items were identified
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**Community Q&A**

Jackie Hoffman raised questions related to the properness or legality of the process used to appoint replacement board members and their respected offices.	Ted, Adam and Rich shared the content that Javier Delgado, Esq. provided in the previous meeting and that the process undertaken to replace and appoint offices was in full compliance of the CC&Rs, By-Laws and ARS as described by Mr. Delgado.
	The Board will deliver the specific language and detail from Javier to Jackie and post on the Country Trace HOA website.

**Closing**

Next meeting: 7/20/2021 at 6:30p. Ted motioned to adjourn at 12:50. Seconded and passed unanimously.

**Meeting Info**

Topic:	Special Board Meeting
Date:	JULY 20, 2021
Time:	6:30 PM
Location:	Zoom
Minutes By:	Ted Frederick & Rich Warren

**Participants**

<b>BOARD:</b>	<b>OTHER ATTENDEES:</b>
Ted Frederick Rich Warran Adam Jaffee	Kathi & Marty Mogalian Richard Morrell Cameron Davis Tom & Sherri Volak Beth Squires

**Opening**

Call to order	Called to order at 6:30
	Housekeeping comments by Ted related to orderly Q&A

**Ratify minutes from special meetings**

Minutes to be provided in 7-27 meeting	
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**Housekeeping on office appointments from 7/13 meeting**

Since offices and board positions are independent, the Board will vacate all current and previous offices for avoidance of doubt on who is installed at each office.	
Motion to vacate current offices by individual motion	Each office motion to vacate by Ted Frederick & seconded by Rich Warren, passed unanimously
Motion to vacate previous board members offices by individual motion	Each office motion to vacate by Ted Frederick & seconded by Rich Warren, passed unanimously

Ted Frederick motioned to vacate prior role as VP	Seconded by Rich Warren, passed unanimously
Re-appointment of offices by individual motion: <ul style="list-style-type: none"> <li>• Ted Frederick: President</li> <li>• Adam Jaffe: VP</li> <li>• Rich Warren: Treasurer &amp; Secretary</li> </ul>	Motion by Ted Frederick on each office, seconded by Rich Warren and passed unanimously.

### Update on open board seats

Working to find additional members of the association to appoint to open board positions.

### Update on back office systems/services

Accountant – Received several bids ranging from \$350 to \$900. \$350/month will reduce administrative expense by over \$9,000 annually.

Meeting Tanya Luken on Monday and she may come in below \$350.

Website – Work in progress. Accounting systems integration will predicate new website availability. Still need more community pictures.

Financial Systems – Ted erected QuickBooks Online and loaded homeowner information, linked bank accounts and loaded opening balances from 2021.

Continue to track in Excel until new system is fully up and running.

### Fianancials

- Approximately 60 homeowners with open balances and 40 owing for July dues.
- 2 homeowners comprise 60% of the balance due to the HOA and collection activities will commence in August if a payment plan or agreement is not met
- \$35k in operating funds and \$20k in reserve savings account
- Auditor will be hired after new systems are up and running.

### Landscape

- Electrical pedestals to be replaced in October/November timeframe
- Under-street irrigation repair commencing early August by SVH
- Still no resolution to water usage at 68<sup>th</sup> & Grandview



**Architecture**

- None from last week

**Social**

- Exploring a Halloween social event. Formative stages.
- Perhaps another Food Drive during holidays.

**Closed session started 7:04p**

**Closing**

Next meeting	July 27, 2021 @ 6:30p via Zoom
Meeting end	7:41

**Meeting Info**

Topic:	Regular Board Meeting
Date:	JULY 27, 2021
Time:	6:30 PM
Location:	Zoom
Minutes By:	Ted Frederick & Rich Warren

**Participants**

<b>BOARD:</b>	<b>OTHER ATTENDEES:</b>
Ted Frederick Rich Warran Adam Jaffee	Kathi Mogalian Marty Mogalian Richard Morrell Cameron Davis Beth Squires

**Opening**

Call to order	Called to order at 6:33
	Housekeeping comments by Ted related to orderly Q&A

**Ratify minutes from special meetings**

Ted motioned to approve June and 7/8 meeting minutes	Seconded by Rich Warren and passed unanimously
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**Motion to ratify mission statement**

Ted motioned to approve mission statement as written and shared in meeting:	Seconded by Rich Warren and passed unanimously.
Country Trace HOA Mission Statement  <i>Our mission is to preserve and enhance the quality of life and sense of community through effective and efficient management of the Association, enforcement of rules and covenants to strengthen property values, be attentive stewards of the community assets, invest in capital improvements that benefit the greater good of the community and support initiatives that promote an equitable, inclusive, ethical and objective approach in the representation of the interest of homeowners.</i>	

**Update on open board seats**

Aiming to have next appointments complete by next board meeting on 8/31. Will convene special meeting if needed prior.

**Update on back office systems/services**

Accountant - Waiting on final bid from Tanya Luken prior to making selection. Will complete in next board meeting.

Website – Work in progress. Accounting systems integration will predicate new website availability. Need more community pictures!

Financial Systems – currently tracking in Excel using former accountant’s systems.

**Financials**

- Approximately 40 homeowners still owing for July dues.
- Only 10 homeowners owing 1<sup>st</sup> half or earlier
- 2 homeowners comprise 60% of the balance due to the HOA and collection activities will commence in August if a payment plan or agreement is not met
- \$39k in operating funds and \$20k in reserve savings account
- Still looking for an auditor – original auditor got booked up

**Landscape**

- Electrical pedestals to be replaced in October timeframe
- Under-street irrigation repair commencing early August by SVH
- Exploring water usage at 68<sup>th</sup> & Grandview & 66<sup>th</sup> and Sandra – 4x\$ of the other corners
- Exploring cosmetic updates to corners – color, light lenses, new signage. Look to socialize a couple of options for the corners, gain community buy-in and do a representative ‘test’ corner in the fall.

**Architecture**

- Gina Caruso is putting on new shingles in early-mid August
- Sandy Chambers has replaced her garage door with a new wood-look door
- Weeds on a few houses on Kings are becoming a problem – noted and will follow-up with the homeowners
- Homeowners expressed concern of continual used car lot situation on 6732 E Sandra. Board will investigate

**Social**

- Exploring a Halloween social event. Formative stages.

**Closed session started 7:10p**

**Closing**

Next meeting	August 31, 2021 @ 6:30p via Zoom
Meeting end	7:27