



HOA Board Meeting Minutes

November 16, 2021

President: Michele Valencia
Vice President/Treasurer: Mark Pfister
Secretary: Brianna Williams (Absent)
Director at Large: Bob Taylor
Director at Large: Jason Lowe

Director at Large: Julie Hutto
Director at Large: Bill Klingler (Absent)
Director at Large: Erick Rock
Director at Large: Brian Agee

Managing Agent: Nick Desenberg, All-In-One (AIO)

Quorum Requirement: 5

Quorum confirmed and meeting called to order by Michele Valencia at 7:41 PM.

Unfinished Business:

- Minutes from September Board Meeting submitted for approval. Motion for approval by Erick Rock and seconded by Jason Lowe. With no corrections or opposition, minutes were approved as presented - **Decision**.
- Michele Valencia provided an update on obtaining quotes for potential amenity enhancement projects, noting that communication with vendors is in process but the estimates have not yet been obtained and the related survey to homeowners will not be submitted until all the information has been received.
- RMS contract for leasing management was reviewed by Michele Valencia and Erick Rock with edits provided to RMS related to concerns from the Board pertaining to confidentiality, providing all documentation back to HOA upon termination of contract, and direct billing. RMS accepted edits, but provided response related to limited billing capabilities. Board discussed collecting the fee up front from the homeowner upon submission of request for leasing permit via payment to AIO account – similar to how requests for pool cards are paid/collected in advance. Motion to proceed with RMS contract and coordinate payments up front via AIO portal made by Michele Valencia, and seconded by Brian Agee. With none opposed, motion was unanimous – **Decision and Action Item**.
- Paint colors previously submitted have no concern from the Board, so long as proper modification requests are still submitted as required by Covenants. Michele to convert proposed exterior paint document to pdf and email to Board and Nick – **Action Item**.

Treasurer's Report:

- Michele Valencia reviewed financial position of HOA Accounts as of 10/31/2021:
- Operating Acct - \$72,785.77
- Reserve - \$52,493.03
- Total Assets - \$125,278.80
- Nick Desenberg provided an update on outstanding delinquencies, noting that 1404 Hampton Glen Drive is on track to pay in full by year end but balance is not showing payments at this time due to monetary hold from attorney for legal fees. No response has been received from the "order to compel" on 1477 Fenwick Drive at this time, but more information will be provided as received.

Other:

- Michele Valencia provided an update related to recent and upcoming social events, noting engagement of new homeowners in attendance and in volunteerism on the Committee. Michele also noted the Yard of the Month recognition has been well received by homeowners.

ACC Business:

- Mark Pfister noted concerns with ACC members not providing timely votes for homeowner projects and questioned if 2 votes would be sufficient for approval. The Board discussed options to reduce/increase the ACC,

but agreed that the Committee should be left as is with 5 members, and approvals requiring a majority (3) vote, with an option to engage a Board Member, if needed, in absence of votes submitted.

- The Board also discussed concerns with an outstanding exterior paint project on 2379 Westport Circle started without approval, and difficulty getting the owner/renovation company to respond and provide an acceptable remediation to the current all-white paint scheme. Nick Desenberg is to send another letter, as a courtesy, with a notice to submit a resolution for the violation in 10 days, or proceed with fines. Nick is to also send, in a separate letter/email, the list of approved exterior paint colors as a reference – **Action Item**.

New Business:

- Bob Taylor requested an update on the grounds cleanup that had been quoted from RGS to remove overgrowth surrounding the pool area. There was discussion on the multiple projects that were quoted during that time, but no clear recollection of why this was not completed when some of the other projects were. Michele and Nick will look through prior emails and meeting minutes to determine what decision was made and follow up with Board on how to proceed – **Action Item**.
- Michele Valencia noted the need for pressure washing of the gazebo structure in the common area. Bob Taylor suggested that Brian Botkin, Tennis Chair, had previously taken interest to wash and paint the structure for aesthetics surrounding the tennis courts. Michele will reach out to Brian to see if he would be willing to take care of the pressure washing – **Action Item**.
- Michele Valencia proposed the review and potential updates to HOA Bylaws. The Board engaged in discussion about the need for some minor updates to modernize and resolve any inconsistencies between the current Bylaws and the new Covenants, and agreed this should be reviewed and potential edits presented back to the Board in a future meeting for further review and discussion. Bob Taylor, Michele Valencia, and Erick Rock will separately provide preliminary review for proposed changes, compare to other Bylaws through AIO or other sources, and then compile for further review from the Board – **Action Item**.

Closing Comments:

- Michele provided a reminder of tentative dates for future board meetings and 2022 annual meeting. Proposed in-person meeting at the clubhouse for February meeting will be considered closer to that time.

With no further business, meeting was adjourned at 8:51 PM.