

Attendees:

Kiley Taylor, Interim President
Nick Young, Vice President
Sue Tyler, Interim Treasurer
Elizabeth Niere, Interim Secretary
Twana Dryer, ARC Committee
Caroline Jung, ARC Committee
Nancy Walrath, ARC Committee

I. Introductions

II. Roles and Responsibilities

- a. Summary of Board Member duties in the bylaws
 - i. President presides over all meetings and all Board members carry out the resolutions
 - ii. Vice President can act in place of President if not available
 - iii. Secretary records votes and minutes, keeps corporate seal, all records and certifies changes, maintain website and email with President and ensure consensus with Board and ARC committee members for communications
 - iv. Treasurer deposits all monies, disburse funds, authorize checks, maintains the books, can initiate annual review or audited books
- b. ARC Committee members
 - i. Need good communication, make an effort to work with everyone on the committee not just the closest neighbor
 - ii. Protocol for ARC forms:
 1. Receive ARC form (whether by email or in person and it will start with an ARC committee member)
 2. 2 ARC committee members must review and ensure the request meets bylaws and covenants then sign and bring to the President or Secretary for signature and stamp of approval
 3. Secretary will scan and return the original to the homeowner
 4. 30 day notice will be provided to the homeowner and then an ARC committee member or Board member can sign off on final approval
 5. Secretary will scan the completed document and it will be available upon request or through access to the google drive
 - iii. *Vice President, Nick Young, proposed changing 18 months to 6 months*
 1. *Caroline Jung and Twana Dryer seconded/thirded*
 2. All present agree that 6 months is more reasonable and a 30 day notice prior to the 6 month end time will be given to the homeowner as a courtesy and opportunity to provide an update or discuss any changes or modifications if needed.
 3. Secretary to update the ARC form on the website
- c. Expectations
 - i. Board members and ARC committee members should be ears to the community
 - ii. Any conflicts should first attempt to resolve between neighbors or neighbors to HOA and if that does not work, please contact the President to serve as a neutral party
 - iii. Let's be an unbiased ear for the community
- d. Senate Bill 05-100
 - i. Section 1 37-60-126 – xeriscape cannot be denied by the HOA
 - ii. Section 6 38-33.3-209.4 – within 90 days after the end of each fiscal year, the association must make the date of the new fiscal year, operating budget for current fiscal year, list of association insurance policies, bylaws/articles/rules and regulations, minutes of Executive and Member meetings, and governance policies available to all residents
 1. We will address this by sending out an email to all residents at the end of the fiscal year, April 30th, providing where to find this information

- iii. Section 10 38-33.3-223 – Seller of a unit shall mail or deliver to the purchaser before title deadline, copies of the bylaws, declaration, covenants, minutes, and budget information.
 - 1. We will address this by having an ARC committee member and/or Board member provide a packet to new homeowners and a welcome “basket”
- iv. The requirement of having a reserve is not in this bill, will need follow up of where this rule is
- e. Special Board membership
 - i. The Newsletter is a fantastic way to keep the community engaged and aware
 - ii. Kiley will speak with Karen about a non-voting Honorary Board Member at Large position
- f. Questions?
 - i. The PO Box is still under the name of the previous Treasurer so Sue and Kiley will correct this so either Sue or Kiley’s name will be attached to the PO Box. Sue paid the PO box fees.

III. Walk Around Update

- a. Sent to residents, any questions/feedback?
 - i. 10 houses were identified and only 8 houses received a letter as 2 had already addressed the weeds.
 - ii. We will follow up with those 8 houses in 30 days to see if any progress has been made and then the ARC committee and Board members will all agree if a second official letter should be sent out.
 - iii. Positive feedback from friendly letter that went to every residence identifying the key areas we can all improve upon
 - iv. Let’s keep an eye on mailbox areas in case we need to discuss pouring new concrete as certain areas are sinking.

IV. Front Signs

- a. Three gallons of round up sprayed between both sides
 - i. Clean up Day?
 - 1. We can try this but it has not been successful in the past. Let’s have another bbq or pizza day that will get residences together to help clean up even if it’s only picking a few weeds, anything helps.
- b. Bushes to go in front of both signs
 - i. Let’s find drought resistant bushes, Home Depot gives away plants at the end of the year that will likely die
- c. Stucco repair
 - i. We have received quotes from \$1,200 to \$8,000; best to do ourselves with a few volunteers maybe on the same day as the clean up

V. Neighborhood Update

- a. New community members
 - i. Mentioned above at II D iii 1
- b. Comments/Feedback/Questions
 - i. Need to look up the speed of the neighborhood, 15mph or 20mph
 - 1. Signs that read “Slow, Children at Play” to help lower the speeds
 - ii. Bi-annual walk arounds but if you see something say something, email the HOA if you notice an item in need of repair on the front of a home or if someone is leaving unsightly items in the front of a home

Take Aways:

- Change ARC form timeframe to 6 months
- Follow up to where the reserve rule is
- Board member at large to be discussed with Karen
- Clean up day, date/time/details including stucco repair
- Signs to help reduce speeding in the neighborhood