

Monarch Glen Homeowners Association, Inc

Annual Meeting Minutes

November 21, 2019

Meeting called to order at 6:01 pm

Member in attendance: Linda Norman, Sean & Bonnie Higgins, Mykal & Diana Aragon, Liz Crawford, Richard Olson, Myriah Warren and Sam & Teresa Sooter. 16 proxies were received.

- Quorum was met [14 required; 23 properties were represented in person or by proxy.]

Introduction of Board of Directors

- President: Linda Norman
- Board Member: Bonnie Higgins
- Board Member: Diana Aragon

Introduction of Heritage Property Management (HPM)

- Elizabeth Marvin

Minutes from the November 14, 2018 Annual Meeting were accepted as written. M/S/C.

Old/Unfinished Business:

- Quorum requirements have been updated along with all of the HOA's documents that address quorum (Bylaws and Policies & Procedures). The quorum requirements have been met for this meeting.

New Business:

- Discussion on a possible HOA dues increase for 2021.
 - The irrigation system is aging and the HOA will need to be sure that funds are available when needed to make repairs.
 - HOA expenses in general are also increasing.
 - The landscaping cost came in lower than in years past. The HOA will gather bids for the 2020 season. The current landscaper also takes care of the irrigation system as needed and will also perform repairs. He does not provide snow removal. The HOA is responsible for 30 Road and around the catch basin for snow removal. Linda typically takes care of this when necessary.
 - The HOA dues have been \$185 for quite some time.
 - Question if the Board has an idea of what the increase will be. Not at this time. Board will track expenses in 2020 and propose the actual increase with the 2021 budget.
 - The retention area as well as the water tank needs to be cleaned of silt and debris every few years.

2019 Approved Budget:

- Question if there are any additional expenses expected before the 1st of the year.
 - The HOA was the defendant in a small claims case. The HOA filed and insurance claim and was defended by legal counsel. The HOA may still have to pay some legal fees and/or the insurance deductible of \$1,000. No invoices have been received to date. The charge by an owner was regarding the HOA's collection practices. The HOA prevailed. There may be an increase in the insurance premium due to this claim. This information will be available at policy renewal.
 - The reserve contribution has not been made yet. Typically addressed at the annual meeting.

- Regarding the legal and accounting line item being higher than in years past, the HOA sought a legal opinion in updating the HOA's governing documents regarding quorum.
- Suggestion that the HOA research preventative maintenance contracts and/or other measures regarding the irrigation system. Preventative maintenance should also be scheduled on the pumps as well as silt removal from the tank and catch basin.
- The HOA will need to have a few trees removed. Typically costs \$250 -\$300.
- Question on income- there are still some owners with outstanding dues what is the HOA's process?
 - The HOA has a collection policy in place which includes payment options, liens and collections if dues are not paid after proper notification.
 - Payment plans are available
 - Question that if all owners were current would there still be the need for an increase in HOA dues. The answer is yes. There are currently on a small number of owners that are delinquent and the total current delinquency is only about \$2,000. Some concern that increased HOA dues may push additional owners into delinquencies.
- Motion to accept 2020 budget as presented. M/S/C with none opposed.

General Discussion:

- Suggestion that the HOA post notices regarding the irrigation system to update owners. Notices are posted online at www.hpmgj.com as well as near the mailboxes.
- If owners have neighbor issues, such as barking dog concerns, these can be reported to code enforcement who will address some of these issues.
- The Board asks that owners please leave porch lights on at night as the streets are very dark with so few street lights. Also remain vigilant for any suspicious activity. Some surrounding neighborhoods have reported car break-ins.
- Discussion on changing the annual meeting time for those who work. Comment that even with a different day or time was scheduled it is unlikely that many more owners would attend.
- Suggestion that a neighborhood or block party be held to allow neighbors to get to know one another.

Nomination and Election of Board Members:

- Motion to nominate the three current Board Members (Linda Norman, Bonnie Higgins, and Diana Aragon) M/S/C.
- No additional nominations from the floor.
- Motion for a voice vote in place of a secret ballot M/S/C.
- Slate of nominees accepted as presented - all in favor with none opposed.

Meeting was adjourned at 7:08 pm.

Minutes taken by
Elizabeth Marvin
Heritage Property Management