

**Fountain Greens Patio Homes
Annual Homeowners' Meeting via Zoom
February 20, 2021**

Karen Huntington called the meeting to order at 10:02 AM.

Attendance: Karen Huntington, President; Christy Minnick, Treasurer; Judy Brock, Secretary; Thompson Buick, Member-at-large; Elizabeth Blevins and David Caldwell, representing Heritage Property Management; five homeowners: James Brock, Lois Grenfell, Jim Karandjeff, Winona & Fred Schwartz, and Steven Spydell; all present via Zoom.

Per the Patio Homes Declaration, 34% of the active homeowners (60) is required to reach a quorum. 23 proxies and 8 attendees at the annual meeting was achieved, which meets and exceeds the required quorum of 21 participating homeowners.

2020 Annual Meeting Minutes

Karen asked if there were any questions regarding 2020 Annual Meeting minutes or if there was a motion to approve. A question regarding the minutes was mailed to Heritage and the HOA Board in early February from homeowner Steven Spydell. Mr. Spydell recalled additional discussion about gains in income, capital assets, and capital reserve fund from the meeting that was not included in the minutes. An addendum to the minutes was prepared by Christy, approved by the Board 2/10/21, and read by Elizabeth. The motion to approve the 2020 Annual Meeting minutes with the addendum was made by Thompson, seconded by Judy, and approved.

2021 Budget

Jim K. (Karandjeff) inquired about maintenance and repairs which were not budgeted in 2020 but HOA spent \$1639.25, and then budgeted \$3600 for 2021. Christy reported that there were a number of unanticipated repairs needed in 2020 which was reflected by the \$1639.25 figure. The amount for this line item in 2021 comes from projected amount in the new WD contract of \$2600 for preventative maintenance and \$1000 for anticipated sprinkler heads. WD will of course replace at no cost to the HOA any sprinkler heads they may damage. Jim K indicated he had understood that homeowners were responsible for sprinkler head repairs. Board members responded that he was correct, however the Board made the decision in 2020 to cover sprinkler head replacement for a number of reasons: some homeowners of advanced age find it difficult to monitor and replace these items, broken sprinkler heads can flood neighboring properties, and unrepaired sprinkler heads may result in dying lawns which could affect property values. Further, it was clarified by Board members that only sprinkler heads would be covered by the HOA, line breaks and more complex problems would still be the financial responsibility of the homeowner. The contractor is well aware of this and knows to contact Elizabeth at Heritage to apprise the homeowner of irrigation repairs for which the homeowner is responsible. Elizabeth

suggested the Board consider developing a policy that informs homeowners about irrigation repairs over and above the simple sprinkler head replacement will be the responsibility of the homeowner. The Board will take this matter up in the near future and see that homeowners are advised.

Winona had a question about snow removal, which had cost \$495 in 2020, but is now budgeted at \$2000 for 2021. She wondered if the increase was to cover in the event of an unusually high snowfall year. It was confirmed that in fact is the reason for the budgeted amount. As note earlier, Patio Homes have a number of resident who are physically unable to perform such tasks as shoveling their walks and driveways, who use walkers or canes, and could easily fall and sustain injury, making timely snow removal even more important.

Steven expressed that budget revenues need to be set based on how much the assessed dues yield, and that if the HOA doesn't spend the full amount budgeted each year, or near to that amount, and if line items budgeted continually exceed what is routinely spent, it will be more difficult to justify any increase in assessments. He expressed that Patio HOA does not have any capital assets, but Karen explained the HOA does have pedestal mailboxes, 6 of them listed as capital assets on the Patio Association's insurance policy. It is unclear at this time if at least one of the 6 in our area may be on Master Association property (corner of Merganser & Lochwood), which Karen will clarify with the Master Board. Patio HOA Board research confirms the mailboxes expected life is 20 to 25 years, and the US Postal Service has indicated to Christy that replacement is not Postal Service responsibility. Fred S. mentioned that the Board consider adding to the operating budget a line item for mailbox maintenance to keep them in good repair and extend their useful life, in addition to a Capital Reserve fund for their eventual replacement. Steven reported that the pedestals have been painted at least once since they were placed nearly 20 years ago. Replacement costs the Board has been able to ascertain have varied, and the Board will continue its investigation of current costs for each pedestal as well as labor and concrete costs for installation to assure an appropriate total for Capital Reserves to replace them when necessary.

Jim K had a question about the Taxes and License line item in the budget, Why did it go from \$29 in 2020 to \$200 for 2021. Christy replied that when the HOA changed management, the Board learned that the HOA was apparently not current with DORA licensure at the state, and so an increase was made to assure sufficient funds for compliance in 2021. Jim K asked if creating a miscellaneous category in the budget for such occurrences rather than quadrupling the line item might work as well. There was also discussion about the legal and accounting line item increase. With the Association's change in management, there was an unanticipated change in accountants as well. Per Elizabeth, It is unclear this early in the year what the cost for this line item by their accountant will be for 2021, so it was felt a cushion was appropriate for any potential increase for this service.

There being no further questions about the financial report/budget, Steven moved to approve the budget as written, Thompson seconded, and the 2021 Budget was approved.

Old Business

Steven asked if there were any changes in the 2021 contract for landscape with WD Yards, other than the HOA covering sprinkler head repairs. It was mentioned that WD will be pruning shrubs/bushes beginning February 22 or March 1. Steven cited Article 4.12B of the Declaration about homeowners having the right to decline specific lawn services, and asked how this was to be done this year. WD has been informed of this paragraph in the Declaration, but homeowners have not been reminded they need to opt out of specific services such as pruning or chemical spraying. Karen will place brightly colored notices on the mailboxes confirming pruning services to begin March 2, 2021, for homeowners to contact Elizabeth at Heritage by February 26, if they DO NOT WANT their shrubs pruned this year. Elizabeth will also indicate on the website a reminder that the default is to deliver the lawn services unless the homeowner opts out. This typically applies to only a handful of Patio homeowners. In the very near future, the Board will develop a form to be placed on the website whereby the homeowner may designate and date his/her desire to NOT have pruning (or spraying when that schedule is announced) done on their property by the Association's lawn contractor. Elizabeth will contact WD to remind them to send a complete schedule of their lawn services, dates and/or timing, for the website so home owners will know when to expect the lawn workers and make appropriate plans for their pets.

There being no further Old Business, Judy made a motion to close the Old Business portion of the meeting, 2nd by Thompson, and approved to move on to New Business.

New Business

Policies - Steven had submitted written questions about three of the Association's policies adopted in 2019. Judy shared that the Board had discussed early in 2020 to address and update, where needed, the HOA's policies and governing documents. However, given the pandemic, the need to work closely with the lawn contractor as it was their first year with Patio homes clients, and the unexpected, rather sudden change in management providers, document review had to take a back seat to more pressing business. Thanks to Steven's written comments, the Board quickly adopted a revised Policy re: Adoption and Amendment of Bylaws, Rules and Regulations on February 10th. See copies of the meeting minutes of that date and the policy now posted on the Heritage website. The remaining two policies of which Steven had questions or concerns, Reserve Fund Investment and Enforcement of HOA governing documents will be addressed in the near future. Judy asked if Steven would consider participating in said document review to which he agreed.

Election of Board Members - Karen announced that the current Board members are willing to serve another year. Karen, Christy, and Thompson are in their 3rd year on

the Board and are willing to serve out another year each. Judy has just completed her 1st year, and is willing to complete year 2. Elizabeth asked if there were any nominations from the floor. Steven indicated that he would assist with policy review in 2021, and consider running for the Board in 2022. Those still present approved the current Board to continue to serve for 2021. Steven Spydell and Winona and Fred Schwartz thanked Board members for all they had accomplished in 2020. Those present expressed how pleased they were with the decisions for both landscape and management contractors. Karen thanked homeowners who attended and expressed the hope that next year's annual meeting can be held in person so more homeowners may feel comfortable in attending.

Judy moved to adjourn the meeting, Steven seconded, and the meeting adjourned at 10:50 AM