

Belhaven Townhome Owners Association, Inc

Annual Meeting Minutes
August 22, 2019

Meeting Minutes approved at the
October 13, 2020 Annual Meeting.

Meeting called to order at 6:04 pm.

Introduction of the Board of Directors:

President: Rod Johnson
Vice President: Todd Yates (absent)

Other members present: Marcia Fyock, Regina Moore, Janice Greager, Burlena Price, Rod Johnson, Thomas Motoke, Marilyn Anderson, and Judy Duncan [3 properties]. 6 proxies were received.

Introduction of Heritage Team:

David Caldwell and Elizabeth Marvin

2018 Annual Meeting Minutes were approved (noted that there is additional information about one topic which will be discussed further at tonight's meeting). Motion /Second/Carried

Old/Unfinished business:

- Discussion on the sidewalk at the end of Belhaven Way near the retention basin.
 - The sidewalk belongs to the city and they are aware as they have performed repairs in the past.
 - It was understood at the 2018 Annual Meeting that this area may be owned by the TOA, which is inaccurate.
 - Comment that some of the damage may have been caused partially by the TOA's sprinklers. HPM will contact Thompson's Landscaping to adjust these sprinklers. HPM will also contact the city to request that repairs be made as the area is a hazard.
 - Question if the TOA has an attorney to address this type of issue. If needed HPM can provide contact information for an attorney, however there will be a cost to the TOA for any legal advice.

New Business:

- Homeowner introductions
- Judy Duncan presented a map of the TOA which will be posted to the website for owner's information.
- Discussion on the bushes along Patterson Road.
 - They cause a traffic hazard as they make it difficult to see when exiting the subdivision on to Patterson.
 - Suggestion that they be trimmed more often or trimmed back more aggressively to prevent this issue.
 - HPM will contact Thompson's Landscaping to work with them on a solution.
- Discussion on Board accomplishments over the past year:
 - Policies and procedures were put into place as required by the State.
 - Patterson Road fence repair and repainting
 - Reserve Study - Required by the State to assess the larger expense items that may present themselves down the road and evaluation of how the TOA will pay for these items. The TOA is responsible for: pumphouse, pumps, VFD, irrigation system in common areas, stucco fence along Patterson and the wood fence along the east side of the TOA. The treasurer's report reflects that the TOA is well prepared for these future expenses. The goal is to maintain property values.
 - Property damage insurance coverage was added to cover the pumphouse. Will cost the TOA less than \$100/year.
 - 3 CD's were transferred from Coloramo to Bellco due to a better interest rate.

- Comment that the soil has always been an issue in this area. Thompson's Landscaping keeps HPM informed on any issues with individual properties.
- The HOA fence near 2887 ½ Cascade seems to be "loose" the Board will check on it to see if repairs are necessary.
- Question about installing solar panels. Owners who are making any changes to the exterior of their unit (including landscaping, solar panels, etc.) will need to submit a request along with detailed information for approval prior to the changes. Comment that the TOA will be required to approve the installation of solar panels according to state law, however the TOA does have authority over placement.

2020 Budget:

- Thompson's Landscaping contract goes through December 31, 2020.
- Comment from Rod that he worked closely with HPM on the preparation of the proposed budget.
- Comment on postage that each owner is impacted when one owner does not pay dues on time or has continued violations. One owner commented that some of these issue could be addressed in a more efficient manner, such as water leaks, and suggested a phone call vs a letter mailed out.
- M/S/C that 2020 budget be approved as written and posted on the website.

Nomination and Election of Board Members:

- Question about Todd remaining a Board Member as he is out of town for the next several months. Clarification that he is also not currently the owner of the property in Belhaven, in which he lives and he is therefore not currently eligible to be a Board Member.
- Rod Johnson nominated.
- Discussion on what is involved in being a Board Members.
 - Board Members have a fiduciary responsibility for the management of the TOA
 - Review and approve architectural requests
 - Board meetings as needed.
 - Periodic walk-throughs of the Belhaven Subdivision.
 - Contact vendor when necessary for snow removal or other TOA business
 - Comment that HPM assists with much of the management and assists with all the financial preparation.
 - Comment that Directors and Officers insurance covers the Board Members against personal suits based on decisions made on behalf of the TOA.
- Tom Matoke nominated, however declines at this time.
- Burlena Price self-nominated.
- All in favor of Rod Johnson and Burlena Price. None opposed.
- Board will meet to discuss positions.
- HPM will provide contact information.

Meeting adjourned at 7:13 pm.

Minutes taken by
Elizabeth Marvin
Heritage Property Management