

Spanish Trail Homeowners Association, Inc
Board of Directors Meeting Minutes
February 18, 2019

Meeting began at 12:34 pm.

Board members present: Joyce Schweissing, Deb Jensen, Robert Rentie, Stephanie Heald and Joe Kuta (Proxy submitted for Carol Nichols)

HPM representative Elizabeth Marvin

- Motion was made to adopt the Bylaws of Spanish Trail HOA. M/S/C
 - Resolution read aloud and signed by Secretary Deb Jensen
 - First consent read aloud and signed by all in attendance. HPM will schedule a time to meet with Carol for her signature prior to filing documents with the Clerk and Recorder.
 - Bylaws presented. Signature for president Joyce Schweissing notarized. All others in attendance signed. HPM will schedule a time to meet with Carol for her signature prior to filing documents with the Clerk and Recorder.
- Board Member voting policy was presented.
 - The policy will require that Board members respond within 72 hours.
 - Decisions on day to day activities of the HOA will be made based on a majority vote of the Board members who have responded on each matter.
 - Concerns were voiced that not all Board members may see each correspondence within the 72 hours allotted.
 - The timeframe was updated to 7 days. Verification that all Board members contact information is updated with HPM.
 - Policy will be updated, signed by president Joyce Schweissing and copies sent to each Board member as well as posted with the other HOA policies online.
- Landscaping discussion
 - Joe will contact a contractor to evaluate the area (perimeter cleanup, landscaping around HOA signs and replace dead plants)
 - Suggested that the HOA should install solar lights on the signs as well. Joe will report back to the rest of the Board with an estimate.
 - It was discussed that a gazebo, grills and benches could be added to the HOA's common area located on Metate. Deb will look into these additions and report back to the Board.
- Discussion on the issues with the RV Lot.
 - Notices were sent out to 2 homeowners who are not current residents of the HOA. The first homeowner advised HPM that their item has been removed from the RV Lot as requested. Mr. Drake was contacted by the HOA's attorney after making threatening comments to HPM.
 - Mr. Drake was advised to provide HPM with proof of residence.
 - Motion that HPM submit all information to the HOA's attorney to review and the attorney will make decision and inform Mr. Drake of the HOA's decision. M/S/C none opposed.
 - Suggestion that the policy be amended to remove the ambiguities of the term "resident" in order to be more clear. The policy will need to be reviewed by the attorney for recommendations on how to amend to address this topic more clearly.

- Insurance
 - Check with insurance to make sure that the RV Lot is covered
 - Update the names of Board Members with the insurance company if necessary
 - Find out what increased liability the HOA may have if items such as a gazebo and grill are added to the common area.

The meeting adjourned at 1:23 pm.

Minutes taken by
Elizabeth Marvin
Heritage Property Management