

Spanish Trail Homeowners Association, Inc  
Board of Directors Meeting Minutes  
September 6, 2018

Meeting began at 12:06 pm.

Attendees: Board members present Joyce Schweissing, Deb Jensen, Robert Rentie, and Joe Kuta (absent Carol Nichols and Stephanie Heald); HPM representative Elizabeth Marvin

Election of officers:

- Joyce nominated at President.
- Deb volunteer to be Secretary.
- Joe nominated to be Vice President.
- M/S/C for the panel.

Responsibility of the Board:

- Be sure to respond to emails in a timely fashion (within 2 days) - a majority is needed to make decisions.
- The Board is to enforce the CC&R's to help in maintaining property values.

Outstanding issues :

- Solar panels at 710 ½ Willow Creek.
  - View from legal counsel in the past is that the HOA must allow them, however does have some digression as to where they are placed.
  - The ACCO form must be submitted and they must be installed by a licensed professional.
  - Motion to allow the solar panels at 710 ½ Willow Creek Road. M/S/C
- Late fees
  - Discussion on updating the current collection policy to read that "Late Fees will be added after the account is 90 days past due."
  - A notice will be sent when the account is 60 days past due.
  - Late fees at 90 days past due (5% late fee/month)
  - Notate that the lien process will begin and the account will be sent to collections.
  - Follow the rest of the collection policy as written. Updated policy will be presented to the Board for approval.
  - Motion to rewrite Collection Policy. M/S/C
- Airbnb
  - Letter was sent to owner by HPM. No response has been received as of the meeting date.
  - Update Enforcement Policy to specifically address Commercial Use of property violations.
    - A Certified Letter will be sent to cease commercial activity
    - Follow Enforcement Policy as currently written with a \$10/day fine.
    - Follow Collection Policy as currently written with lien and collections after the prescribed amount of time and proper notifications.
  - Discuss with the City to make them aware that this is in violation to the CC&R's to see if they are able to revoke the license granted to this residence and no longer provide licenses to residences within the HOA.
- RV Lot
  - Extensive discussion was had at the annual meeting.
  - Nothing further at this time for the Board to discuss.

- A revised policy was distributed for approval based on the discussion at the annual meeting.

Next Board Meeting:

- It was suggested and discussed that Board meetings should be held more often than annually. Decided that they should be held quarterly to facilitate good Board Member communication.
- To help with member communication it was suggested that HPM compile an email list of owners to sent out any necessary notifications or reminders.
- For the next Board Meeting Board members were asked to bring ideas for HOA improvements as well as ideas to improve relationships within the neighborhood.
- Joe will have a proposal for improvements of the HOA's common area landscaping, focusing on the area along the perimeter fence and near the HOA signs.
- The next Board meeting will be scheduled for early December.

The meeting adjourned at 1:04 pm.

Minutes taken by  
Elizabeth Marvin  
Heritage Property Management