

Fountain Greens Patio Homes

Board Meeting Minutes

May 14, 2022

Meeting convened at 1 PM.

ATTENDANCE: Alanne Conrad, new Board member; Judy Brock; and Karen Huntington.

Absent: Tom Buick, David Klemm.

ELECTION OF OFFICERS:

Judy was willing to continue as Board Secretary, Karen agreed to serve as Board Treasurer, and Alanne is willing to served as Board President.

Action: Judy made the motion to approve the slate of officers, Karen seconded the motion, and the proposed slate was approved.

FINANICAL REPORTS:

Karen, having just returned from vacation, had not yet reviewed the most recent financial reports from March and received in April. Judy provided copies of the most recent balance sheets and bank statement for Alanne.

Action Item: Judy will advise Barbara Butzen at Heritage of Officers, and new Board members' emails and contact information so they may receive the financial reports and all communications from the agency in a timely manner.

Discussion followed regarding a homeowner who appeared to be 60-90 days behind in HOA dues again, as of the most recent financial statements, and a number of homeowners who appear to be \$15 short for dues payments as of March, the amount by which dues were increased as of the February Annual Meeting.

Action Items: Karen will contact Heritage bookkeeper this week to see what, if any action has been taken regarding the homeowner 60-90 days delinquent in dues.

Further, Karen will suggest a "friendly reminder" letter be sent to those home owners who appear to have neglected to include the \$15 monthly dues increase they were advised of by newsletter following the February Annual Homeowners' Meeting. She will also request that bookkeeper keep the Board informed regarding any sale of property within the Patio Homes so the Board is apprised and can track the \$100 receipts per each sale to the Association.

713 LOCHWOOD COURT

Judy was contacted earlier this month by the homeowner of 713 Lochwood Court recently regarding when lawn care would begin. These homeowners had requested to join Patio Homes HOA at the beginning of the year. Judy called Barbara Butzen at Heritage in follow up, and was referred to bookkeeping assistant, Michelle. Michelle indicated she would speak with Karen Houlihan to confirm that the owners were informed of how to submit HOA dues, and Judy also asked Michelle to inform WD Yards, the landscape contractor, to begin lawn care next week. Michelle stated she would call Judy the following day with confirmation. A few days later, not having heard from

bookkeeping, Judy called and was unable to reach either Michelle or Karen Houlihan in person. Judy left a phone message requesting the bookkeeper to call back with an update of whether the owners of said address have been informed of the amount and means of making dues payments, and whether WD Yards has been informed to include this property for lawn maintenance.

Action Item: Judy will contact Heritage again on Monday, 5/16/22 to assure that the homeowners have been apprised and the matter addressed.

POLICIES

The Board received an email from Barbara Butzen on April 20, 2022 that there appeared to be a couple of policies required of HOAs by CCIOA that were not received by Heritage to post on our HOA's information on their website. Judy contacted prior Board secretary and received one of the apparently missing policies from March of 2019. Judy met with Barbara at Heritage on 4/21, providing the current HOA policy regarding Conflict of Interest of Board Members. At that time, Barbara requested that our HOA Board approve all new policies, of which she provided hard copies of the policies based on formats in a CCIOA manual which Heritage has. They are asking all the HOA's they manage to consider adopting these policies. Judy agreed to give copies of the recommended policies to the Board members and to take up the matter at the next HOA Board meeting.

Action Item: following discussion of the recommended policies and advantages of considering their adoption, Board members present agreed to review for adoption the policies at remaining Board meetings this year. At the next meeting, the Board will read, modify as needed, and adopt the following three policies: Policies and Procedures for the Adoption and Amendment of Policies, Policy Regarding the Conduct of Meetings, and Policy Regarding Conflict of Interest of Board Members. More policies will be addressed at subsequent Board meetings.

OTHER NEW BUSINESS - DEAD TREE

Alanne and Karen have noted there is a dead tree in the lawn at 2487 Lake Park Drive at the corner of Lochwood Court and Lake Park Drive.

Action Item: Judy will ask Barbara Butzen to contact the owner and request that it be removed. Tree removal, and replacement if owner so desires, would be at the owner's expense. WD Yards would be one resource for the owner to discuss options and costs.

FUTURE BOARD MEETINGS

Board members present discussed the meeting schedule for upcoming Board meetings, and the need for accessible meeting locations. Options discussed included the Mall, the Central Public Library, among others.

Action: Board meeting dates are: on Fridays, July 8th, August 26th, and November 4th, beginning at 9 AM. Additional meetings may be necessary toward the end of

the year in order to complete the annual budget and sign a landscaping contract for 2023.
Karen will check at the Library regarding how to reserve space for our meetings.

The meeting was adjourned at 2:10 PM.

Minutes respectfully submitted:

Judy Brock, Secretary. May 17, 2022