

Summerfield Townhouse HOA #3
Board Meeting Minutes
October 19, 2022

The meeting was called to order by President Kip Phelps at 1:01 PM.

Board members present: Kip Phelps, President; Bob Cline, Vice President; Sue Lorain, Secretary; Rusty DeBord, Director of Landscape; Emery Phillips, Director of Maintenance; Gene Knutson, Director at Large

Several homeowners were in attendance.

President Kip Phelps announced that visitors in attendance would have an opportunity to speak at the end of the meeting. A sign-up sheet was available. Kip stated that the mission of our board is to “Serve our community, make wise decisions, and maintain a sense of peace and harmony.”

The Minutes of September 14, 2022, were approved as amended. The minutes of September 24, 4:15 PM, were approved as written.

President’s Remarks:

Kip thanked the previous Board for their work.

Vice President Report:

Bob Cline gave an update on HOA insurance costs. He also addressed a number of topics that were on the agenda and would be further discussed under new business and old business. Bob emphasized that Vickie Cline is an interim treasurer until someone else shows an interest in being a Board Director and filling the office of Treasurer. A notice for anyone interested in becoming the treasurer will be emailed to all residents.

Treasurer’s Report:

JJ Gattuccio, non-board member, gave the Treasurer’s Report in the absence of Vickie Cline.

JJ had three primary recommendations. The first was to purchase a \$300.00 Quick Books Pro Disc. Sue Lorain moved to purchase a Quick Books Pro Disc and Emery Phillips seconded. The motion passed unanimously. JJ’s second recommendation was to arrange for a reserve

study, and recommended Schwindt and Co. It was decided that the Treasurer and JJ would get an estimate for our reserve study from the above company. JJ's third recommendation was to form a budget committee for the 2023 budget. JJ suggested that the HOA may need to hire an accountant to help straighten out the books. Kip will do some research on hiring an accountant. She also reported that we have paid for an extension for our 2021 Income Tax. The taxes are due November 15, and she stated that she will help complete that task. JJ completed the monthly financial report.

Maintenance Report

Emery Phillips reported the following:

The gutters are being cleaned and will be flushed with a hose.

New owners at 9605 have some questions about home repairs and whether they are covered by the HOA Bylaws.

Landscape Report

Rusty DeBord reported that the grass has been aerated, and soon sand will be spread. There was a short discussion on what constitutes a nuisance tree and who determines if it's actually a nuisance.

Rusty requested that if any homeowner has a landscaping issue to please let her know by email, text, or phone call.

Social Committee Report

Kip Phelps reported that Wine Wednesday on October 12, 2002, was well-attended and a lot of fun. Wine Wednesday with a Swap Meet will occur today.

Old Business

Sue Lorain gave an update on the bylaws process. Following the report, there was a discussion about some needed additional research on the revised document that the Board previously passed and emailed to the homeowners for their study. President Kip suggested that we take a step back and review the two issues mentioned, recall of officers and nuisances, and asked for Bob Cline, Sue Lorain, Gene Knutson, and Rena Irwin to review these two sections of the bylaws and report back to the board. Sue Lorain moved and Gene Knutson seconded a motion to further review the bylaws sections on removal of officers, and nuisances.

The website has been updated by Hayden Wilcox. Sue Lorain moved and Emery seconded a motion to pay Hayden for his website services since March 2022, as had been agreed upon by the board on February 16, 2022. Motion passed unanimously.

Following a discussion on the infestation of rodents in our HOA, Kip proposed that Sue Lorain and he write up a note to all homeowners suggesting a unified approach.

New Business

Question arose whether a transfer fee for ownership on 9515 Brentwood Place is appropriate. More research will be done.

A Budget Committee was formed and includes Laura Gordon, John Trant, Bob Cline, and Kip Phelps so far. The budget committee is open to all members, and when the meeting is scheduled in about two weeks, all homeowners will be notified.

Visitors' Comments:

Barbara Roth had questions and some suggestions.

The meeting was adjourned at 2:24 PM.

Respectfully submitted,
Sue Lorain, Secretary

Next Board Meeting is NOVEMBER 16, 2022!