

Board of Directors Meeting Minutes

The meeting was called to order at 7:00pm.

- Directors Present: Scott Kingsford, Rod Seagraves, Karen Pagliero, Marsha Binder and Eugene Winter
- Directors Absent: none
- HOA Management Present: Tisha Goodman and Gil Pierce, Rockwood Property Management

Gil explained that an Executive Session was held prior to this Board Meeting to review contractual matters brought to the Board's attention by RPM. Hosting the executive session ahead of the Board Meeting provides for less imposition to members in attendance at the meeting.

Tisha explained that RPM's customer, as stated in our contract, is the MeadowWood HOA Association via the Board of Directors, therefore RPM will not provide contractors, who are working for MeadowWood HOA Members, with information. They will be directed back to the MeadowWood HOA member they are working for.

Streamline communication to ensure members are being referred to the MeadowWood HOA website for up to date information rather than uploading records or documents and/or reproducing information on other platforms. Other ways the HOA corresponds in an official capacity are via mass email and mail. Scott added that RPM asked the Board to create Director standards to support communication in this manner. Gil confirmed that the Board and RPM are not censoring Directors, only asking that they refer members back to the information source (the official MeadowWood website) rather than posting the information on other platforms.

A motion was made that the HOA Board of Directors streamlines communication to ensure members are being referred to the MeadowWood HOA website for up to date information rather than uploading records or documents and/or reproducing information on other platforms by Eugene, motion was seconded by Marsha then adopted by a majority vote of the Board. (Rod in favor and Karen opposed)

The August 27, 2022 meeting minutes were adopted by the Board and have been posted to the website.

OLD BUSINESS

• **Projects Update:**

- **Five Fingers Drainage:** To be completed the week of, 9/26.
- **Dog Station Install:** Rod met with Vaughn to finalize locations, will install asap.
- **Pumphouse Park Replacement:** Materials are ordered, install scheduled for Spring 2023.
- **Gardens Monument Refresh:** This is postponed to next year.
- **Newsletter Frequency:** Used to be quarterly then bi-annual. Karen agreed to draft a Fall/Winter newsletter for the Board's consideration by the Oct BoD meeting. If there's enough content for quarterly distributions, the Board is open to the proposal. A request was made that Scott post a notice soliciting member engagement for drafting future newsletters on the website.

NEW BUSINES

- **Management Report:** Landscape contractor is finally catching up. Financial Packets went out and we welcome questions.
- **2022 Election Cycle:** The annual meeting is upcoming in November. Call for candidates is due by Friday so that ballot packets can be mailed by the notice deadline.
- **2023 Budget Discussion:** Tisha presented the Board with the three preliminary 2023 budgets (Main, Gardens Ridge and Rocky Hill Townhomes and Cottages). She explained the structure of the budget so that Directors can conduct an informed review before the next Board Meeting, at which the 2023 Budget will be finalized for distribution to the members. Tisha requested that the Directors do a thorough review and submit their questions and comments prior to the October meeting.
 - **Items in ORANGE:** These are questions for the Board's consideration. Directors will compile questions for RPM ahead of the next meeting so that the Board is prepared to make decisions in October.
 - **Garden Ridge:** The 2022 Budget reflects a projected deficit of \$27,216 but actuals are tracking to reflect a 2022 deficit of \$21,602. With the many scheduled increases, the anticipated 2023 budget projects a deficit in excess of \$39k. The community cannot continue to go on with the current level of services without an increase in quarterly dues. Currently, that would require an increase in dues equal to \$121 per quarter. As a point of reference, other communities we manage with similar services pay at least double what Garden Ridge pays today.
 - **Rocky Hill:** The 2022 Budget reflects a projected deficit of \$5,628 but actuals are tracking to reflect a 2022 positive cash flow of \$1,532. With the many scheduled increases, the anticipated 2023 budget projects a deficit close to \$20k. To bring this budget into balance without reducing services, it could require an increase in dues equal to \$76 per quarter.
 - **Management Fee Increase:** RPM will not increase their management fee for 2023, however, there will likely be an increase in management fees for 2024 due to inflation and increases in labor costs. In 2023, the RPM management agreement will reflect increases to billable labor rates, which occur for work beyond the standard contract scope of work. In addition, resale/refinance services, which are billed back to the respective homeowner will increase, however this does not affect the budget, as it is a fee paid by the respective homeowner.

HOMEOWNER FORUM

Member Comment/Question: *There was a question about the 2023 Rocky Hill budget discussed in the Directors meeting. A member asked what the 2023 increase would be for the Rocky Hill Townhomes and Cottage members.* Tisha explained that the budget reviewed during the Directors meeting is only a preliminary budget and until the budget is finalized, we do not know what the 2023 assessments will be.

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Member Comment/Question: *There was a member who commented that she appreciated seeing information on social media about the date/time/location of the Board meetings because that's how she knew about our meetings. She also asked about the turnaround time related to RPM responding to Members. Tisha explained that RPM's policy is to respond to emails and phone calls from members within two business days, unless there are extenuating circumstances. Tisha also explained that we have 7 to 8 team members responding to emails and phone calls depending on the question. It was also explained that current Board meeting information is always posted to the Meadowwoodhoa.com website and that Directors can post on social media websites reminding members that a meeting is coming up but that they should add a link to the official meadowwoodhoa.com website for the specific date/time/location and agenda.*

Member Comment/Question: *A member mentioned that due to the age of his vinyl siding, he is struggling to find a product that will be an exact match. He asked about getting documentation he could present to his insurance company indicating that his siding would only be approved if it matched. The ARC created a standard that speaks to this, which is posted to the website under the ARC tab. If that does not suffice, members are encouraged to submit an ARC Application, which clearly states the conditions and possibility for mismatched colors (due to age of existing materials, etc). The ARC will most likely deny a request that indicated there will be mismatched siding, which will further evidence to the insurance company what will and will not be approved. The HOA Board and your management company (Rockwood Property Management) do not have the power to make decisions on behalf of the ARC so this is the best and only way to gather the documentation required to support an insurance claim.*

Member Comment/Question: *Is anyone driving through the community to verify if the homeowners making exterior changes have submitted ARC applications? This member mentioned a roof that is being installed that is very light compared to the majority of the neighbors. Tisha explained that weekly inspections are being completed by RPM and if we notice an improvement being made on a home that hasn't submitted an application, we will send them a courtesy notice explaining that exterior changes require an approved application. With the number of repairs happening, it's very possible that some are taking place without an approved ARC and if we are notified of this we will follow up with the Member.*

Member Comment/Question: *Member mentioned that the landscaping services were not great this season. Gil with RPM explained that all contractors are struggling under the current labor conditions; he agrees that they need to do a better job. With that said, the Association is not paying for services that it hasn't received.*

Member Comment/Question: *Member asked what the snow removal trigger is. Scott confirmed it's 2 inches.*

Member Comment/Question: *Member asked what the landscaping increase is for 2023. RPM confirmed that the 2023 landscape contract would increase by 5%.*

With no other business rightfully brought before the Board, the meeting was adjourned at 8:22pm.

7pm on September 21, 2022 @ the NoLL Welcome Ctr

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Respectfully submitted,
Melissa Owens, AMS, CMCA
Association Admin, Rockwood PM

ACTION ITEMS

RPM – Get systemic tree maintenance bid prior to Oct budget meeting