

Board of Directors Meeting Minutes

6pm on June 21, 2023 @ MeadowWood Tech Campus

The meeting was called to order at 6pm by Scott with 4 of 5 Directors present: Rod Segraves (via phone), Eugene Winter, Karen Pagliaro, Scott Kingsford
9 Members were also present, as was Gil Pierce, Melissa Owens and Sarah Smith of Rockwood PM.

April Board Meeting minutes were approved in the interim and were since posted to the website at <http://meadowwoodhoa.com/>

OLD BUSINESS

The Board engaged Newmann & Associates to audit the Association's books for 3 years beginning 12/31/2022.

Community Map: The Board reviewed the existing map and the information compiled therein. The Board elects to include house numbers along with common area data such as irrigation zones and dog stations.

Karen requests a point of clarification regarding decisions made outside of a Board Meeting? Question: can the Board agree to decide over email and forgo the unanimous consent requirement? The Bylaws require unanimous Board consent to make decisions outside of a meeting. Directors agree to decide via email and any decision must be memorialized in the following meeting minutes.

Karen requests a copy of the HOA's master policy to evidence that Grey Hawk has been removed. Gil confirmed this was done at the Board's request several months prior.

Reserve Study Level 2 (onsite inspection) will be performed in 2023.

NEW BUSINESS

2024 Landscape Bids: estimates will be prepared in time for review and approval of the 2024 Budget prior to member ratification. RPM will attempt to collect at least 3 bids, but such a large community is difficult to service under current labor market conditions.

Weekly Tours (compliance and common area contract performance inspections): the first check is performed by RPM to identify a wide range of violations visible from street view and the second check is performed by a director to confirm parking violations (only). Each month, a copy of violations identified and enforced within the respective period is attached to the monthly Financial Report.

Karen shared certain violations that members have contacted her to report:

- RV and/or Board parking
- trash/recycling bins visible from street view
- Lawn maintenance

Management Contract Renewal: a copy of the renewal will be provided for Board review via email along with the scope of work and rate increase relevant to inflation. The Board will be prepared to decide at the September meeting. Karen suggested that the Board form a committee to review contract options.

Write Off Acct# 106400280: The home was sold in November, but the resale wasn't processed prior to RPM's management contract. RPM attempted to reach out to the prior owner by phone and email with no response. As such, the HOA's opportunity to collect is limited. The new/current owner is paying dues as of their purchase date, but the October 2022 dues remain unpaid. Considering this, the Board authorized bad debt write off in the amount \$250 to reconcile the sale.

HOMEOWNER FORUM

Who was hired to do the annual audit? Newmann & Associates.

What's the anticipated management contract increase? Unsure at this time; the Board will receive a copy of the proposed renewal in advance of 2024 Budget approval.

Sprinklers are coming on in the afternoon. RPM will review the irrigation timer at the swale at the end of the townhomes.

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Garden Ridge isn't mowed to expectation. Yes, we're working with the mow crew to provide continuity of service to the standard expected. The 42" is damaging the lawn; the hill should be mowed by a smaller machine. RPM will communicate the expectation to the vendor.

Side at Blue Ridge Park poses a safety liability; can we modify it? The park facilities are compliant and maintained according to safety standards, but the Board will review and consider.

The common area between Blue Ridge and Mica Peak isn't maintained according to standard; can we develop this area so it's not an eyesore? The area in question is intended to be a "native" area that requires little to no irrigation or maintenance.

The swale near Forest Ridge has been plowed by a resident historically; can the HOA maintain this area moving forward? Plowing the sidewalk will not provide better access to the mailbox because the city creates a snow berm in the planter area in front of the mailbox. The Board will review and consider potential solutions, but residents are encouraged to contact the city for support since the area is impacted by the City's plow activities.

The brackets on the Forest Ridge mailbox aren't sufficient; can they be replaced? RPM will have a contractor look to see if more sturdy brackets are needed.

What are the rules regarding signage? Signs are prohibited except for political signs and for sale signs. However, the Board enforces with reason to allow members the opportunity to celebrate special events such as graduation.

Why was the Board reduced from 9 to 5 Directors? In 2021, the Board amended the Bylaws to change the number of directors, a power reserved for the collective Board.

Karen asked that the Board review whether legal advice was sought and provided regarding the reduction in director seats. The Board agreed to review the prior records to confirm.

The meeting was adjourned to executive session at 7:59pm to review a concern brought by Director Karen Pagliaro regarding alleged open meeting violations by previous Directors.

After a brief discussion, the Board reconvened the open session at 8:20pm to inform the members present that Karen's concerns were reviewed and that no decisions were made. Karen left the meeting.

How many homes are rented vs owner occupied? The HOA doesn't maintain that specific data, but RPM can share the number of onsite vs offsite mailing addresses upon request.

Is RPM and Greenstone owned by the same people? RPM does not speak for Greenstone. The ownership entities for each are listed on the SOS website.

With no further business meeting was adjourned at 8:35pm

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