

Graf Meadows April 2019 HOA Board Meeting

April 17th 2019 – 7:00pm – 8:30pm

1. Attendance: (5/6)

President – Present - Scott Mikkelsen

Vice President – Present – Monica Dolezsar

Treasurer – Present - Dan DiMatteo

Secretary – Present - David Dolezsar

Architecture Chair/Landscape Chair – Absent – Bob Hale (excused in advance)

Social Committee Chairs – Present - Julie Mikkelsen / Monica Dolezsar

Order of Business

2. Landscaping

- Landscaping chair absent – but we have been communicating via e-mail.
- Priority topic as currently HOA has no assigned Landscaper
- Had grass cut this week by company that did it to provide quote on effort required (Thanks Scott)
- Current quotes and previous recent invoices from previous companies (\$200 to over \$1000 - \$800 typical)
- \$200 lowest values from previous contractor "Field of Dreams", but previous President had cut contract last year. Might be due to personal reasons so Board unanimous decision to relook into
- Scott to give contractor call to see if old price still valid and will work with new board and if price still in range will give contact info to Bob (Landscape Chair) to organize.
- \$825 was one of the newest quotes
- Dan could have contact as well (\$200 as well) but did not want to work with old board. – Scott to give a call to him – Dan gave name
- One section of lawn that has been done in past technically not ours – do we want to cut it? Although not our as it borders our property and it gives a look of abandoned if not done. Yes if it is in the currently estimated \$200 range, if more we will re-evaluate cost to HOA to do so and decide at later date.
- Sprinkler head fix process – Dave volunteer to do try do repairs when in town – if Dave out of town e-mail to board and someone will follow up?
- Dave to work with Scott on best way to control sprinkler.
- Believe we are missing a part - WiFi Rainbird remote app for phone – Brian (past president) agrees to check if piece still at his house (Scott to follow up)

3. Board Member Designation

- Previous 2018 Board had disagreement on who is considered to be HOA board members with voting power
- New Board agreed as this is grey area to take it to vote
- Unanimous agreement voting members – President/Vice President/Secretary/Treasurer/Landscape Chair/Architectural Chair/ and Social Committee (2)
- Current Landscape Chair & Architectural Chair same person
- Vice President and Social Committee Chair same person
- Means current 2018 HOA board members have 6 votes
- Two non-voting positions still remain with Jeff Yates as HOA Web Master and Marty Moyer as Community Liaison

4. Missing Meeting Minutes

- Appears there were at least a couple official meetings of the old HOA board last year and that the meeting minutes were not published to the HOA website.
- Our HOA rules state that all meeting must be published and posted on our site
- Agreement that focus will be moving forward that we ensure to publish notes.
- The AGM from 2019 meeting has been published, these minute meeting and future ones as well will be.
- Spending of HOA funds needs to be discussed and agreed in advance so they will show in minutes as approved. Members can't spend money first and ask for funds afterwards
- Want visibility for everyone on exact spend of HOA funds (for example the Special assessment)
- Need to be flexible on Emergency funds (sparkler head) vs planned expenses – fence painting

5. Board Communication/E-mail

- Have been concerns that certain board members have missed receiving e-mails related to their position.
- All board members agree to ensure to forward any e-mails, correspondences, or communication to proper board member if they receive
- Talk of having a single HOA e-mail address that does not change each year - Board 2018 vs Board 2019
- Dan informed us it was to stop spam – As such agreement is best to leave way it is
- Board members to use "board e-mail" as much as possible to ensure all members aware of what other members are working on.
- Dan currently has copy of each e-mail he ever received regarding HOA (dues, invoices,...)
- E-mail – we have a group e-mail for all of the neighborhood HOA members (not posted here so that personal information "spam" to members is limited)
- Dave to reach out to Yates for cross reference on current e-mail list to see if any way to check accuracy.
- Would like to reach out to Tammy Fry's on making a new printed directory – Monica to chat with Tammy on feasibility of doing a new one

6. Bank Status and Accessibility

- Needed to have HOA members updated in registry (Dan in progress) – have sent second version due to first copy being denied
- This will update so we can change in bank who has access to account balances and signing checks
- Agree to have as signers for our account – President & Treasurer – Treasurer can't sign checks to self – will have President in those cases sign for Treasurer
- Talk about having debit card – agreement at this point to continue to use checks (better control)
- Also ability to pay bills via electronic transfer – Dan to follow up once we have log into ability to our account to see if we can activate for certain cases
- Late fees enforcement discussion – Need to be diligent on use of charging late fees, worst case scenario we do have Leans on those 3 HOA lots with large outstanding dues/late fees
- Have tried face to face recently and that had no effect, other 2 have not even answered door
- Discussed process to ensure we consistently use a Lean process and late fees (12%)
- Dan to provide detailed update on Bank Account status at next meeting

7. Minutes agreement

- Next meeting planned to be mid-summer unless any priority items come up for in person Board discussion
- Read first draft of minutes read to Board to ensure agreement on material.
- Secretary to clean up minutes and then e-mail to Board for agreement
- Dave to update minutes if members feel any information was missed

- Updated minutes to be sent Web Master for upload to HOA website

Meeting adjourned at 8:30pm