

THE DUTCH CREEK VILLAGE HOA

MINUTES of the MASTER BOARD OF DIRECTORS' MEETING

July 28, 2022

SUMMARY of Key Actions Taken:

- 1) There are 2 outstanding dues/waste collection accounts for which Policy and Procedures are being followed to collect. See Financial Reports' section for details.
- 2) Directors Pedersen and Wilber will be working with Donna LeNoble on the ACC committee. PayHOA software will be used by the Directors to keep track of contacts with specific residents. See ACC Report for details.
- 3) The East side tennis gate will be temporarily chain locked due to it not working correctly. A sign will be posted and email will be sent out advising use of the West gate until the gates can be fixed.
- 4) Jason Fish will be the HOA Board of Directors' President during August.

NEXT Board of Directors' Meeting: August 25th, 7:30 PM via Zoom

Director, Eileen Parker, called the Zoom meeting to order at 7:31 PM

Attendance:

Board of Directors: Kendra Conrad, Jason Rogers, Eileen Parker, John Wilber, Craig Peterson, Donna LeNoble

Absent Directors: Jason Fish

Committee Chairmen and Volunteers: none

Homeowners: Katie Clark, 6356 S. Newland Ct. Katie expressed that she was in attendance to listen.

Minutes of the June Board of Directors' Meeting: Jason Rogers moved to accept the Minutes as emailed to the Directors. John Wilber seconded the motion. Passed unanimously.

Financial Reports: Kendra Conrad

*The reports from the CPA did not get to Kendra prior to the meeting. She will email them to Directors with her recommendations when she gets them.

*One of the 3 delinquent accounts has been paid (including fines and fees.) Kendra will be contacting the DCV HOA lawyer at the end of the month for initiating collection for the 2 outstanding accounts IF not paid by then.. Lawyer fees are included once the account is given to HOA lawyer.

Email discussion, prior to the meeting, about Agenda item for viability of stopping Waste Collection Company from picking up trash on unpaid accounts. There was input from past Presidents, Denby Bruzas and Raina Powell as well as a few of the current directors. **ACTION:** Consensus to continue with current policy as it stands – Pool/Court entry access is denied until account is current.

*Discussion ensued about best practices for ensuring that written and oral contact with residents is documented/accounted. **ACTION:** Consensus to continue as is with allowance for the Treasurer to decide whether or not she will send Delinquency Notifications by registered mail or not.

ACTION: Kendra will send email directions to the Directors with directions for accessing the PayHOA software so as to allow easier access to them, as needed, for names/addresses/contact information, noting each contact with a resident on official business. The reasons are to establish history and accountability.

Architectural Control Committee (ACC): Donna LeNoble

*VIOLATIONS

Donna asks residents to let her know of concerns. She can't be everywhere; and residents need to let her know either by phone call or email contact (website) or with the Formal Violation form from the website. She has found that personal contact with the potential violator is usually effective enough not to need additional follow up.

Donna talked to one resident for whom a Formal Violation was received regarding a Boat at residence. Owner said it will be removed and it was.

Two other Formal Violation forms were received and she will be contacting those owners. One has already contacted her with plan to submit Application for Replacement of the fence. There seems to be at least one other long-standing complaint that is being repeated and Donna will investigate.

ACTION: Craig Pedersen and John Wilber will work with Donna to identify areas where they can be of help to her. Craig volunteered to document on the PayHOA contacts and outcomes as much as possible. Craig and John and Donna will work together, and Directors may send them suggestions, too, for residents' yards which are in need of improvement. THEN, letters will be sent to those specific residences in February 2023 making them aware that their yards have been recognized as needing improvements in the upcoming season.

ACTION: After discussion, it was decided that it could be helpful to have a locked mailbox at the Pool for use by the Directors such that only invoices/payments/etc. will go to the PO BOX. Craig Pedersen will investigate costs and Postal Service approval, if needed.

ACTION: The committee will decide whether or not a Registered letter/signature receipt/etc. is necessary when sending Violation notices to residents.

Pool Report: Jason Fish, absent and no report sent

Kendra shared that she interacted with one resident at the pool about having the right to interact with “rule breakers.” There are still some young people using foul language and seemingly having a lot of friends with them who may not be residents.

Consensus that more signs would not help change anything.

Website and Tennis Courts: Jason Rogers

Report from Frank McKinney that the court gate on the East side is not working correctly. It is his recommendation that the gate be disabled perhaps with a chain and only use the West gate which though not latching easily works better than the East gate.

ACTION: John Wilber will purchase a chain and key lock and sign to use the West gate. Jason will send out an email to advise.

ACTION: Craig will get a list of residents and contact information from PayHOA for Jason to match with his list.

Miscellaneous:

Follow up on the 8 homes which are not currently part of the Master Association:

Action: Craig emailed to the Directors what has been documented. He received a link to Jefferson County real estate records from Jane Fish, realtor. It is not obvious that those 8 homes are considered as DCV HOA Master Association residents. But it could be somewhere. The documents we do have are now on the Google Docs page for Directors.

Kendra sent this information to the CPA for him to attach to any status letter requested for any of those homes going forward.

HOA Insurance: Eileen and Lisa Weincek are contacting insurance companies for bids for coverage in the future. So far, we have only found companies that do not insure HOAs such as ours.

Acting Presidents of the Board schedule:

August – Jason Fish

September – Craig Pederson

October – John Wilber

Next Board meeting: August 25th, 7:30 PM Zoom format

Respectfully Submitted,

Eileen Parker

Secretary of the HOA Board of Directors