

LAKEWOOD HOA BOARD MEETING MINUTES WEDNESDAY, MAY 13 2020 7:00 AM

Attendees: Carlie Davis, Chris Cox, Dee Jukes-Cooper, North HOA Management (Represented by Shelby Cardall)

Absent: Kevin Hicken (Secretary)

Quorum: *There is currently an opening on the Board - Four total Board members serve at this time.* With three out of four Board members in attendance, a quorum was achieved and maintained throughout the meeting.

Minutes authored by: Carlie Davis

This meeting was held in an online format through Zoom due to COVID-19 virus outbreak

- Reviewed previous meeting minutes (Wednesday April 15, 2020)
 - **MOTION by Dee - Approve April 15, 2020 minutes.**
 - Seconded by Carlie; unanimously voted in favor by Board members in attendance.

- Dues increase from April 2020 meeting is invalid
 - Discussion held regarding the dues increase which was proposed and passed at the April 2020 Board meeting
 - After review of CC&Rs language it was determined that the dues increase was improperly passed and thus is invalid.
 - **ACTION ITEM: North HOA Management will inform owners that the dues will NOT be increasing.**
 - Discussion held regarding whether language in the CC&Rs ought to be changed to allow for more Board control in implementing dues increases sooner than January 1 of the following year.
 - General consensus is to discuss with membership at the next member meeting and to confer with our HOA attorney on the matter. Some Board members present would agree to allowing dues increases to be valid more quickly than January 1 the following year, while another Board member would prefer to leave the language as it is.
 - **ACTION ITEM: Board is to discuss the dues language in CC&Rs with membership at next member meeting to determine if we ought to keep the effective date at January 1 of the following year. Carlie is to discuss this with our Attorney Ken Allsop as well.**

- Special Assessment for landscape
 - Discussion held regarding the need for a Special Assessment meeting for landscaping purposes.
 - It was determined by the Board that a Special Assessment meeting is necessary in order to complete this year's landscaping goal of finishing up the center area.
 - The date for the Special Assessment meeting was set unanimously by the Board: Saturday, June 27, 2020 at 10:00 AM; to be held outside of the units in the front lawn area (weather allowing).
 - **ACTION ITEM: North HOA Management will send a notice of the Special Assessment meeting on June 27, 2020 out to all owners in accordance with our CC&Rs.**

- Board member opening
 - Discussion held regarding an opening in a position on the Board due to Ann Norman's resignation.
 - The Board determined that nominations and vote for a new Board member would be held during the Special Assessment Meeting on June 27, 2020.

ACTION ITEM: North HOA Management will notify owners of the Board member position opening and provide an opportunity for owners to volunteer for the position.
ACTION ITEM: Board is to accept nominations from the membership and hold a vote for a new member of the Board at the Special Assessment meeting on June 27, 2020.

- Deck Inspections

- Deck inspection results report provided by Dell Keck was reviewed and discussed.

- ACTION ITEM: North HOA Management is to provide a notice to unit owners of the results of the inspection of their unit. Owners who have decks that are deemed unsafe to walk on per the inspection report will be advised in said notice that they must not walk on unsafe decks until they are sufficiently repaired.**

- Discussion held regarding the invoice for the deck inspections (Totalling \$1,500; \$25 per deck x 60 decks inspected as originally quoted)

- Board approved unanimously to go ahead and pay the invoice
 - It was undecided whether each unit owner ought to pay for their own unit's portion of the invoice (\$75) as the CC&Rs are somewhat vague in this regard. Some board members think each owner ought to be billed their portion, while others expressed concern with doing so.

- It was determined by the Board to discuss the \$75 charge per unit with the membership at the Special Assessment meeting on June 27 before applying it.

- ACTION ITEM: Board is to discuss \$75 owner responsibility for deck inspections at the June 27, 2020 Special Assessment Meeting.**

- Discussion held regarding the repair timeframe for unsafe decks

- It was determined by the Board to offer owners a timeframe within which they may submit a proposal to repair their decks themselves, otherwise the HOA will step in and repair and bill the owner per our CC&Rs.

- With regard to what timeframe to give, it was determined by the Board that the membership ought to decide what is reasonable, given various economic interruptions due to COVID-19 virus.

- ACTION ITEM: Board is to provide open discussion regarding a reasonable timeframe for owners to submit proposals for deck repairs to the Board at the Special Assessment meeting on June 27, 2020.**

- The Board unanimously determined that the HOA will utilize the repair services of the inspector, Dell Keck, should owners fail to submit their own deck repair proposal.

- Landscape

- Discussion held regarding the status of the landscape:

- It was noted that the majority of the membership is frustrated with the current state of the landscape.
 - Carlie noted that the Board already accepted the bid from CV Lawn King for mowing this year, and that they also take care of snow removal in the winter.
 - Self-maintenance of landscape discussed; some Board members expressed concern for long-term upkeep if we take this approach - particular concerns include overburdening and burnout of members willing to help, accountability of ensuring members to do their share, and members who are unable to help due to being out-of-state or who are physically unable to help if they wanted to. Winter concerns are also noted.
 - The Board discussed frustration with CV Lawn King, as miscommunication and errors have occurred frequently. It is also noted that CV Lawn King has been willing to work with us on our tight budget, such as providing us the sod for free last year.

- It is noted that the sprinkler system, including the damage from the box being run-over during the winter, has been repaired; however, some sprinkler heads need adjusting; dead patches in the grass are noted.
- The Board discussed the need for a point-of-contact for landscaping this year.

MOTION - by Chris - Dee shall be in charge of all landscaping and concerns regarding the center area for this year, with no constraints except that anything decided must be within budget.

- Seconded by Dee; all Board members in attendance vote unanimously in favor. Motion passes.

ACTION ITEM: Dee is to make contact with CV Lawn King and set up a meeting to walk around the property with them to discuss community concerns with regard to lawn, sprinkler adjustments, and landscape.

ACTION ITEM: North HOA Management will pay the sprinkler repair bill upon receipt and notify the owner who damaged the sprinklers during the winter of their responsibility to pay their portion as previously discussed with them.

- o Review Dee's proposal 5/12/2020
 - Dee's proposal for landscaping the front center area is reviewed and discussed.
 - It is determined by the Board that this proposal should be discussed with the membership during the June 27 Special Assessment meeting; no vote is held.

ACTION ITEM: Board is to discuss Dee's proposal for the front center area landscape with the membership at the June 27, 2020 Special Assessment Meeting.

- Other:

- o Carlie noted that the Board is still awaiting the latest revised draft of CC&Rs from our attorney Ken Allsop. Upon receipt of that document, the general consensus is to provide it to the CC&R Committee members for review, then to the entire membership.
 - Due to a 90-day requirement described in our current CC&Rs, it is noted that the final draft will most likely not be able to be approved and recorded until closer to the end of the year.

ACTION ITEM: Carlie is to follow up with Ken to find out the status of the latest CC&R draft.

- o Gutter repair/cleaning was briefly discussed; North HOA Management informed the Board that two units that had worst issues have now been fixed at no charge; however, the fix on one unit may be temporary and entire gutter may need replacing.
- o Chris provided a brief update with regard to the Harold Dance/Reserves investment; all the proper forms have been completed and submitted; initial checks have been provided to Harold Dance.
- o Brief discussion regarding the possibility of purchasing and installing security cameras for improved policy enforcement;
 - General consensus by the Board is that cameras are not a priority at this time and to discuss the idea further in a future meeting if necessary; meeting time limit has been reached for today.

- Executive Session

- o Discussion held briefly regarding delinquent owners. No Board actions are necessary at this time.