



UnawEEP Heights Home Owners Association

UnawEEP Heights Homeowners Association (“UHHOA”)

Board Meeting Minutes

May 6, 2019

Opening

The Board Meeting for the UnawEEP Heights Homeowners Association (“UHHOA”) was called to order at 6:30 p.m. on May 6, 2019 at the Bray Residential Real Estate Office by Bob Larimer, President.

Present

Bob Larimer

Tom McKenzie

Jim McKenzie

Jerry Rollins

Ali White

Discussion of Previous Meetings’ Minutes

Ali White handed out copies of the prepared meeting minutes to the Board members. The following issues were discussed relating to the content of the minutes:

1. Irrigation system has been turned on/off four-to-five times since the beginning of the irrigation season, due to breaks or issues;
2. The 2018 tax filing is delayed. Tom McKenzie requested copies of the filed taxes from 2013-17 from the IRS; the copies provided no signature or any more information than the papers in the Association’s files.
 - a. Tom McKenzie requested a check for \$250 (\$50/year) to send to the US Department of Treasury. The original tax filings with a signature will be found in the records and a copy will be sent to the Board.
 - b. Tom McKenzie motioned; Bob Larimer seconded. There were four (4) members in favor and one (1) against.
 - c. Ali White will request a \$250 check from the HOA accountant to provide to Tom McKenzie.
3. Bob Larimer did meet with Mr. Strassle, owner of 2875 Lobe Creek Ct. Mr. Strassle had communicated to Bob Larimer that he would prefer to have root mediation done rather than tearing the tree out of the property. This situation is tabled until after the annual meeting.
4. Tom McKenzie requested the update on the ACC violation findings. Bob Larimer stated that the situation was still on the Board’s agenda, but is tabled until after the annual meeting.

Open Issues

Court Mediation with Cuttin' Up

Tom McKenzie and Bob Larimer were planning on attending the court mediation for May 7, 2019, with Jimmy Foster. There was a request to walk into the court proceedings with a check only made out for the cost of the invoice (\$861).

Motion: Bob Larimer

Second: Jerry Rollins

Ali White will meet with the HOA accountant the next day to request a new check for the agreed upon amount prior to the court time.

Common Area Irrigation Pump

The pump was removed that fed water to the common areas across UnawEEP Ave. Jerry Rollins has not yet heard back concerning the repair, but is anticipating that the repair will be completed by weeks' end.

Annual Meeting Preparation

Budget

Tom McKenzie suggested to have a number to provide homeowners of where the HOA's financial situation resided on April 1st (the beginning of the fiscal year). The information should be presented in the following way:

1. The amount of money in the Association's Operating Account, prior to any collection of 2019 homeowner dues;
2. The amount of money hoped to be collected by homeowner dues;
3. Minus all expenditures planned; and
4. Ending balance as of March 31, 2020.

Rehearsal for Annual Meeting

Bob Larimer, Tom McKenzie, and Ali White are meeting with Mark Shoberg on Tuesday, May 7, 2019 at 11am to go over the plan and expectation for the annual meeting.

1. Mark will need to "sell" himself and Bray HOA to the community;
2. Unarmed security guards will be present at the meeting;
3. An agenda needs to be agreed upon and finalized;
4. Meeting decorum will be adhered to; and
5. Time limits need to be maintained for all speakers.

Bylaws

There was a suggestion to have copies of Bylaws to distribute to the homeowners. Bob Larimer and Jerry Rollins will meet on Saturday, May 11, to create a rough cheat sheet for the proposed changes to the Bylaws for easier presentation to the community. The proxy/absentee ballot that was sent out to all homeowners provided a "yes/no" option only for approving the Bylaws and the budget. Tom McKenzie suggested having the voting process in the meeting mirror the proxy/ballot.

Nominations

1. There are six open seats on the Board;
2. Proxies/absentee ballots will be counted at the start of the meeting;
3. Ballots will be provided at the meeting for a closed ballot election. Ballots will be provided to homeowners as they sign in;
4. Ask for volunteers for the present homeowners; and
5. The election process will be discussed more in depth with Mark Shoberg the following day.

Next Meeting Dates

- ✓ May 7th Meeting with Mark Shoberg to discuss plan for Annual Meeting, 11:00 a.m.;
- ✓ May 15th, Annual Meeting at Bray Education Center, 7:00 p.m.

Adjournment

Meeting was adjourned at 8.32 p.m. by Bob Larimer, President. The next Board Meeting will be held at 11:00 a.m. on May 7, 2019, at the Bray Residential Real Estate Office.

Minutes submitted Ali White
by:
Approved by: Bob Larimer
✓