

Aug 8 2020 Bluff at Lakeview Farms Annual Owners Meeting Minutes

8/8/2020 at the Association Pool

Board Members In Attendance: Taylor, Jennie, Leah, Chelsea, Kristin, Katie & Kaitlyn Linford (HOA Management).

Records from final meeting and proxy and absentees stated 70 owners were in attendance of the 2020 Annual Owners Meeting.

1. Meeting was called to order by the Board President, Taylor at each meeting (1:10-2:51p, 4:05-6:11p, and 7:15-8:40p) at the Association Pool Common Area.
2. All owners confirmed signing in. Board Members and new Management: Golden Spike Realty- Kaitlyn Linford were introduced to owners. A directory was passed around for owners to update contact information for the Association records.
3. Taylor reported that no 2019 Meeting Minutes were recorded with the previous management company and as such no previous Annual Meeting Minutes will be presented.
4. Kaitlyn reported the financials as follows: Acct Balances for 12/31/19: Operating: \$15,614.57, Saving Reserves: \$5252.85. 2019 Profit & Loss was not reported as Kaitlyn was not provided this information from the previous management company. Acct Balances as of 7/31/20: Operating: \$24,906.90, Saving Reserves: \$8000.09. Profit & Loss Statement ending 7/31/20 was presented and Kaitlyn discussed the areas where the HOA is under and over budget. Currently the HOA has a high net positive and this leaves Kaitlyn to believe that the fees do not need to be increased at this time. Once a full year of income and expenses have been tracked she will know better if the HOA fees are where they should be or if an increase is needed. 2021 Budget was presented and noted that changes may be made as expense are still being tracked and that if any changes are made owners will be sent the new budget by the end of 2020. The largest expenses the HOA has are the Pool and the landscaping for the common areas. Kaitlyn also explained what Reserve items are at the HOA and that the HOA is putting money into the Reserve Acct to build up for those repairs/replacements. While there are many years to save for these repairs, it typically takes many years to build up the funds for it. Just to replaster the pool as of current date would end up costing around \$17,000 for the HOA and to keep from having large Special Assessments, Kaitlyn is making sure that savings are being set aside for items such as these.
5. Insurance was reviewed and stated that the HOA only holds insurance for the common areas and that each owner should have their lot and home properly insured.
6. Board Votes: Nominees; Taylor Berbert, Jennie Carbine, Leah Mencias, Katie Perry, Kristin Colter, Chelsea Young, and Landon McNeil were all introduced. Owners voted for 5 Board Members and turned in. Votes will be added up once all votes are collected from Zoom and Absentee attendees. A Newsletter will be sent out with the Board votes.
7. CC&R/Bylaws: It was reported that there are multiple HOA docs that the Developer recorded and that this was incorrect as each phase should be following the same CC&Rs and Bylaws. The Board is looking at the similarities and differences and will be proposing changes to owners to vote on, most likely at the next meeting but for the time being the

HOA will run off of the original set of CC&Rs and Bylaws as this is what should have been recorded for all the phases. CC&R Article 6 was reviewed and discussed what owners are and are not permitted to do without Board Approval in the HOA as per this article. Article 6.6 was pointed out with the Pet rules and a discussed took place about owners opinions on permitting chickens. Currently as the CC&Rs sit they are not permitted and if they stay this way, owners with chickens will be required to get rid of them. Some owners were fine with chickens but not roosters and the chickens could not be free range and wings needed to be clipped so not to disrupt other residents. Article 6.11 was discussed, specifically on owners opinion on off road vehicles being permitted to be used in the HOA. Many owners felt that so long as they are street legal they should be permitted to be used so long as they were not being disruptive or unsafe. Article 7.2 (Maintenance by Owners) was discussed and stated that owners are required to keep there lots maintained and that if it is not done the HOA does have the right to issue violations for not keeping it maintained. Article 8.1 Residential Structures: stated that changes to the home or changes to the lot (save planting flowers) does require Board approval. The Board reviews the plans and so long as they are in keeping with the look of the HOA the Board has been approving these. Many owners stated that they want to be able to do what they want in there lot. It was clarified that the Boards main concern is to make sure that owners are abiding by city ordinances and not impeding on fellow residents. Article 8.2 Construction was discussed that all improvements also have a time frame and that they must be completed in this time frame. Article 8.3 Architectural Committed: It was stated that currently the HOAs Arch Committee is the Board unless owners are willing to be a part of that committee. Article 8.3.2 was reviewed to clarify what owners should be submitting with there arch requests and to send them to Kaitlyn as she keeps the HOA records and she will pass them along to the Board to make a decision. It was asked what the time frame is for decisions, it was stated that they have typically been getting answers within 48-72 hours. Larger plans may take longer but they do there best to get answers as quickly as possible. They do not wait to discuss these requests at the meeting but instead they discuss it via text or email to make a decision. 8.3.3 Discussed to clarify that Arch requests need to be completed as per the request and that they will be inspected to make sure they met the requirements. Article 9.2.6 was discussed and clarified that the HOA or hired employees of the HOA are permitted to enter on lots to inspect lots and Arch requests to confirm there completion. Owners will be notified if someone will be entering there lot unless its for an emergency reason. It was asked what an emergency reason could be, it was stated that it could be for a large water leak that is flooding an adjoining neighbors yard. It was stated that a set of Rules and Regulations were in the process of being written up for the HOA and that this will help clarify areas of CC&Rs and requirements owners should be following. These will be changed and adapted when/if any CC&R changes are made as well. It was also stated that CC&R changes require owner vote so this will either require an additional meeting to be held or to be done at the 2021 Annual Meeting.

8. Maintenance: A list was provided to homeowners of what maintenance items had been completed so far and what was still on the list to be completed. An owner asked if residents

own companies and can provide services could they be included in the estimate pool when choosing vendors. It was stated that they absolutely can, they need to contact Kaitlyn if they wish to submit a bid and the Board will review all bids and make a decision based off of them. A sign up was passed around to have owners sign up to become the HOAs CPO, which is the person responsible for maintain the pool. It is recommended to have 2-3 owners be certified so that the task can be split up between the CPO's. Currently the HOA is using Golden Spike Realty's Maintenance crew, who are CPOs for changing out chemicals and since that is expensive, Board Members have been helping to open and close the pool so that the CPO only has to come out when needed to correct chemicals. It is must nicer to have a resident be the CPO because they are always close by.

9. Owner Discussion: Owner requested that in the Rules there also be a Code of Ethics that Board Members should follow as well so that owners know what that process is as well. Owner discussed if the HOA would ever be doing CDS with the Saving Reserves: It was reported that yes that is always and option and one that Kaitlyn has done for other HOAs but not until they have built up a higher amount in reserves. Then those funds are split and have are left in a regular savings account to be accessible and the other is split into CDs that are staked so each year a CD becomes available for use. Owner suggested having a Pool Committee to help look after the Pool and is this an option. It was stated that it is an option and the Board would appoint those people to be on the Committee. Owner reported that there is an issue with the trees on 3000 W that cause an obstruction when getting out of the HOA. It was stated that the Board is already aware of this and do have it on the maintenance list to have them removed before they become worse. Owner suggested adding some sort of splash pad in some of the grass area just East of the pool. The Board will look into this and see what the added expense would be. It was also stated that they are looking into adding some sort of a shaded pavilion in that area as well. Taylor pointed out that the Board is also looking into some sort of a messaging service for owners to opt into to be notified about HOA related issues, especially the pool. Currently that information is being sent out via email. Once a service is determined owners will be notified so they can opt into it.

10. Meeting was adjourned at 2:51pm, 6:11pm, and 8:40pm. With the next Annual Owners Meeting to take place in June of 2021.