

## **Nov 2022 Colonial Gardens Homeowners Association Board Meeting Minutes**

11/22/22 held via Zoom at 6:00pm

In Attendance:

Aaron Eames, Scott Williams, Dan Stitt and Kaitlyn Linford (HOA Management)

Absent: None

1. Board meeting was called to order at 6:00pm via Zoom Meeting.
2. Aug Board Meeting Minutes were presented to the Board at the meeting. Minutes were previously approved via email.
3. 2023 Management Agreement was presented again to the Board. The Board had already previously approved the agreement, all that was needed was for everyone to sign it. Kaitlyn will send it via digisign to all the Board Members.
4. Board Member positions were voted on. It was voted that Aaron Eames shall be the President and Scott Williams will be the Vice President and Dan Stitt shall be the Treasurer.
5. Financials: As of Oct 31, 2022 the acct balances were: Operating \$1420.22 and Savings \$25,428.53. There are 6 Owners who are behind on dues, 4 of which should be caught up by end of Nov and the rest are making payments to get caught up. The Account Register was reviewed about expenses and income. The profit and loss statement was reviewed and stated that the HOA continues to be under budget on HOA fees from owners who are behind. The HOA is over budget in the following categories: Insurance, Building Repairs, Snow Removal, Taxes, Water/Sewer, & Trash. With the items over budget the HOA has a negative net balance but the HOA has positive net balances from previous years that has made up for the difference.
6. Violations: The HOA has been having problems with parking, smoking in units, trash being left in patio area and excessive noise. Violations were issued to the owners and it came to be 3<sup>rd</sup> and 4<sup>th</sup> notices and because of this fines were also issued. One of the owners is asking that there fines be waived if they promise that the issues they have been having no longer take place. As of date the issue was still being complained about by other occupants. The Board discussed the request and complaints from other occupants and voted that the fines shall stand at this time. Occupants also stated that dog mess may also still be an issue and that it may need to be inspected again. Kaitlyn will inspect the grounds again and send out notices if it is still an issue. It was also stated by a Board Member that an occupant may be doing construction inside of a unit that requires a building permit but that they are being told that no permit is in place and they are concerned if they are doing electrical and plumbing work. Kaitlyn can check with the City and see if they have any information.
7. Maintenance: The Board reviewed a quote from Nyes trees to remove the two dead pine trees on the West end of the property. The Board approved the quote. Kaitlyn will notify the vendor. Kaitlyn also reported that the door painting has all been completed by owners and that door trims for 2023 have been ordered to be completed on the last building in Spring. A Board Member stated asked for the painting to be a little more careful with

overspray so that there is as minimal as possible. It was also reported that ice melt buckets were being placed for snow removal as well. The Board reviewed a quote from Marlow Masonry for repairs to the brick wall. Before this can be done however repairs to Carports A-I will need to be made as they are leaking onto a portion of the brick wall and causing damage. Both can be done in Summer 2023. One of the Board Members stated that they can also get contact information for another quote on the brick wall repairs. At this time Kaitlyn has only been able to secure this one quote. The quote was reasonable with the amount of work that needs to be done though.

8. Owner/Misc Discussion: One of the Board Members stated that an occupant at the HOA is wondering if a bike rack could maybe be installed on the cement area that is located at the back NE area of the HOA that never really gets used. This request was tabled by the Board as they would like it to be discussed at the annual meeting.
9. Next Board Meeting to take place in Feb with date to TBD. Meeting adjourned at 6:51pm.