

May 1 2020 Bluff at Lakeview Farms Board Meeting Minutes

5/1/2020 @3:30pm via Zoom Meeting

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

Absent: Jennie

1. Meeting was called to order by the Board President, Chris at 3:30pm via Zoom video chat.
2. Pool: Davis Health Department are saying the earliest the pool can open is July with restrictions. Kaitlyn stated that Weber County is stating if they allow pools in the area to open that they will likely require more cleanings per day, more pool testing and cutting the number of people in the pool area down. These are all possible restrictions we can begin to think about and plan for. Chris and Kaitlyn will continue to follow up with the Health Department for possible opening. Kaitlyn asked how owners access the pool area and Board confirmed it was via key fobs. The Board would like to purchase a community bulletin board to be hung up at the pool area for HOA postings. Chris is looking at prices for this and will get it to Kaitlyn.
3. Financials: Chris reported that he was given a CD with records on it and payments from Joel, including the balance in the accounts that will need to be deposited into the new account. Chris will get all records to Kaitlyn. The Board voted to open an account at Wells Fargo with the signers to be as follows: Chris Tremea, Taylor Berbert, Kristin Colter, & Kaitlyn Linford. Kaitlyn will contact the bank to confirm a date and time when the 4 can go into the bank to set up the Operating and Reserve Accounts for the Association. Board approved for Kaitlyn to order checks and deposit slips for the HOA.
4. Communication: Kaitlyn will communicate with the Board via email and text message and will send the text message out once the meeting is over so that everyone can know where to communicate when needed.
5. CC&Rs: It is unclear which phases the CC&Rs and Bylaws have recording for but Kaitlyn is looking into this to try and figure out what all parts are officially recorded for the HOA. Board stated that some parts of the CC&Rs and Bylaws need to be amended. Will also need to look into if the amendments need an Attorney to do them or if they can be done in house and recorded. Board Member Kristin stated she can record them with county. It is needed to compare Phase 1 & 2 that have been recorded.

6. Annual Meeting: As per CC&Rs/Bylaws the Annual Meeting is to be held in June but due to Covid-19 this will be postponed.
7. Owners: Kaitlyn will send out a welcome letter to all owners and the statement for July Dues. Board confirmed that late fees are \$15.00 and that HOA fees are due 30 days after and then a late fee takes place. Board reported that there are issues with some owners making changes to their homes/yards without getting Board Approval for the Architectural changes and that this should be included in the letter. Currently there is a request in place from an owner to install a basketball hoop. Taylor will email to Kaitlyn for records.
8. Rules & Regulations: Board confirmed that there are no Rules & Regulations set up for the HOA and will need to be put in place. Kaitlyn recommends not having these recorded with County and that as per State Law they do not have to be and is one of the documents that only has to be approved by the Board but needs to follow CC&Rs.
9. Pool Maintenance: It is unknown currently what the HOA has been paying for pool maintenance but the fees could be included in the financials that Joel gave to Chris. Board believes that it was around 7000 annually but is not sure what all is included in that fee. Health Department will let the Association know when the pool can open. It is required that someone who is a certified CPO take care of the pool. Kaitlyn reported that it is most convenient to pay a homeowner do the pool maintenance as they are there and pool testing is required twice a day. This years pool certification class has already passed but we will want to get the word out for the position for next year. Someone will need to be found to care for the pool this year.
10. Landscape: Board stated that the landscaper chosen for the year is Cousins Cat and the contact is Mark. Chelsea will get Kaitlyn the information and the invoices that need to be paid.
11. Insurance: Hartford Insurance Policy in place for the HOA through the insurance agency: Platinum Insurance. Kaitlyn has contacts with Platinum and will contact them for further details and to confirm that DNO is also in place for the HOA.
12. Budget: Kaitlyn discussed the importance of a Reserve Study to plan for Reserve maintenance. These are items that have a 3 year life span or more and while things are new at the HOA and it feels as though we have a long time to save for the replacement of these items it can take many years to save up enough for all the items. These items can be things like: pool plaster, roof on the pool house, concrete work, stucco, foundation work, etc. Kaitlyn asked if a

Budget is in place and Board Member Leah responded that there is and she will send it. Board is not sure what the fiscal year is with the State, Kaitlyn will contact the Accountant who did the HOA taxes to see what they have filed as the fiscal year but it is recommended to run it Jan-Dec.

13. Next Board meeting will take place on June 1, 2020 at 4:00 via Zoom Meeting

14. Meeting adjourned at 4:30pm.