

Sherwood Park Homeowners Association

Meeting Minutes

Date: Nov 22, 2024

Time: 10:00AM

In attendance: Kevin Clark, Jonah Heller, Kathy Dobrowolski, Kathy Richins, Colt Fowers, Jim Peer, Luana Brown, & Kaitlyn Linford (HOA Mgmt)

Absent: None

- Board Meeting called to order by Board Members at Scooters Coffee Shop at 10:00am.
- Oct Board Meeting Minutes were reviewed. It was noted that 2 corrections needed to be made, Board approved meeting minutes with corrections. Meeting minutes will be posted to the HOA website www.goldenspike Realty.com/sherwoodpark and placed in the flyer box located at the pool.
- Mgmt read an email from Attorney, Burt Willie with Smith & Knowles about recording meeting minutes. It was stated that meetings could be recorded, however, the Attorney does not recommend the Board record the meeting minutes. While the Attorney understands the need for convenience to help with minutes, it is outweighed with the risk of someone saying something that is not prudent. This can then be used against the Board Member if the meeting minutes are requested. Board President, Kevin proposed that due the risk of some things being held against them in different manners that the Board continue with not recording the meeting minutes. Board Member Luana expressed that meeting minutes should be kept by someone other than Mgmt. Mgmt stated that doing meeting minutes is a service that Golden Spike offers but is not mandatory. The Board discussed and all Members were asked if anyone would be willing to take meeting minutes, everyone answered no. Board Member, Kathy R reported that meeting minutes used to be completed by a Board Member until Mgmt changed to Golden Spike Realty offered the service. Board Members did not like completing meeting minutes. It was also stated that meeting minutes still have to be reviewed by Board Members before they are posted to the website or to the onsite flyer box. It was also discussed that if meeting minutes were to go back to a Board Member it should be done by the Secretary, Kathy D. Kathy D stated that she did not want to complete that and preferred Mgmt to complete. Kathy D also asked if Luana would be willing to do it, Luana was also not willing to complete the task. Board President, Kevin made a motion that nothing pertaining to the procedure of meeting minutes should change at this time. Motion was seconded and 6 in favor with 1 opposed. Motion carries.
- BOI Reporting: Mgmt reminded Board Members to send a copy of their license to Mgmt to file the FinCen report.
- HOA Law Updates: Mgmt reported that they attended a class given by Attorney, Burt Willie with Smith & Knowles. Mgmt stated that law changes have taken place with Renting, specifically on what is or is not considered a rental when a family member rents a home. That HOA already has rental restrictions written into CC&Rs and do not need to do anything further. It was also stated that Radon is becoming more popular and that HOA are required to permit this, however they can have procedures. This would fall under Architectural review and the Board can set requirements for those requests. Water wise is becoming a bigger topic. The requirement is that a water wise program be in place. The HOA has one in place (# of days & time of watering, trying to zeroscape where able, planting water wise plants, etc.). The final change is that a law is in the works to be passed, likely in 2025 that Board Members will begin to be required to take classes/trainings that help them know there Board duties and how to effectively complete those duties. Classes will be trainings similar to CE classes and be required at minimum every couple of years. As the law is passed there will be more information on the topic.
- Financials: Kaitlyn reported that as of Oct 31, 2024 the Checking acct balance was \$1134.31 the Savings acct balance was \$135,667.03, the first CD balance was \$52,563.32 and the second CD balance was \$53,091.86. Owner Balances report was reviewed and stated that 3 Owners are past due. The Acct Register report was reviewed and expenses discussed. The Profit & Loss report was reviewed. It was reported that the HOA is still a little under budget on income. It was also reported that the HOA so far has transferred \$42,955.90 from Savings Reserves for the Roof replacement, Siding Replacement, Concrete work, and emergent plumbing repairs, including water expense from plumbing damage. This has also meant that the HOA has not been able to transfer all the allotted budgeted amount to Savings as

per the Budget. It is currently short by \$5100. Invoice review was reminded again. Invoices will be emailed to the Board, once majority approval is received Mgmt will complete payments and reach out to Board President to sign checks. It was discussed that since Kevin also receives some payments for Pool CPO &/or reimbursements for supplies that Vice President, Jonah should sign his checks so that there is an added precaution.

- Management Agreement Contract was reviewed. The Board approved the agreement and signed at time of meeting.
- Voting procedures for the Board to follow was noted in Bylaw VI Section 3. It was discussed that when a matter is to be discussed and voted on that it is ruled by majority of the Board. It was discussed that even if majority is stated, especially if the Board votes on something via Email or Text between meeting that Board Members should respond. This helps everyone to make sure everyone is on the same page. It was also stated that if something is voted on it would be noted at the next meeting so that it is also in meeting minutes. The Board agreed that it would be good to have that noted in the meeting minutes.
- Maintenance: Roof replacement is completed and it was reported that the grounds damaged from roof replacement on Westwind was also repaired as well. It has not been seeded but seed can be added if needed. Board agreed for now to watch it through winter and then determine if anything more is needed, including more dirt. Gutter repairs being made are being made by Stuart Roofing now along Lamplighter where Owners have reported leaks. Agenda 7c was noted as being a error, as this has already been previously completed. Exterior garage trim painting was placed on hold due to finances. Pest Treatments have been completed, the vendor placed 3 more boxes. A map of box placement was shared with the Board. Mgmt will have the vendor check on bait boxes on Dec 3rd and Dec 17th to see that they continue to stay filled to control the rodent issue. Mgmt stated that many Occupants have reported that the rodent issue has slowed and that the bait is working. Adding the final boxes should take care of the last of the issue. The vendor reported that the boxes should also be checked early Spring as this is when you start to see rodents become more active again and after going all winter the boxes will likely need to be filled again. Board Member reported that ground drains need to be cleaned out this time of year. They need to be shoveled out but the drain covers are very heavy. It was requested to have Maint complete. Mgmt will add this to their list and see if it can be done this year and if not it will be done in Spring.
- Landscaping: Fall cleanup is in progress and will continue at least through the end of the month. Flower bed cleanup was also in progress and some areas that are Owner responsibility were reported as having been cleaned up as well. It was reported that Lawn mowing is completed for the season and that there are still some bush trimming to be done but that most is done. There are still some bushes that are over grown and need to be removed, this has been placed on hold though due to lack of funds.
- Pool will continue to be checked throughout winter but is fully locked up.
- Owner/Other Discussion: It was discussed that meeting dates should also be added to Newsletters. This can be done so long as meetings are planned out prior to Newsletters going out. It was also asked if the Community caroling event could also be posted in the newsletter. Mgmt will make sure the details are in the next newsletter.
- Next Meeting TBA. Meeting information, including any changes to date or time will be posted to the HOA website and the Newsletter when planned far enough in advance.
- A closed door meeting item was discussed. After which time meeting was adjourned.
- Meeting Adjourned at 11:32am.