

**Meeting Minutes:**  
**September 10th, 2018 @ 7pm**  
**Stonecroft Health Campus**

***Call to Order***

- The following board members were present:
  - Wolfgang VonBuchler, Dawn Maynen; Shelly Wright;
  - Diane Grote- Absent
- Others present- Michael Rousey-HOA administrator
- Called to order at 7:00pm

***Meeting Minutes: Approval of December Meeting Minutes***

- August meeting minutes were approved. Diane motioned and Shelly seconded.

***Leadership Team Agenda Items***

- Covenants- Dawn will create a readable document of the covenant changes that Michael can submit to the attorney for approval. The other covenants requiring county input will be postponed and submitted to the appropriate department.
- County Dam agreement/ Insurance discussion
  - The water in the dam area is flowing well and Terry Quillman is pleased with the progress the HOA has made.
  - Terry provided us a list of what the county would like insured. Our insurance agent Cindy stated the annual insurance premium to cover all components of the dam will be an additional \$549.00.
    - The coverage will include \$150,000 of dam insurance and \$23,000 per side of the stone wall at the entrance of the subdivision.
  - Our attorney Rob McCrae will continue to work on the issue of who will be responsible for paying the insurance and maintenance cost. He will need to reconnect with Steve Smith concerning the history of the dam project, and the legal and oral promises that were made before he makes his recommendation of how we should proceed.
  - Summerfield would like to create two swells (easement) for flood control near the common & dam areas. The board would like to have drawings, specs, pictures drawn up and presented to the board before rendering a decision. Additionally, the board would like all supporting documents forwarded to the attorney before a decision is made.
  - The maintenance of the dam is fine. City Lawn will clean out the area to maintain the flow of water once the water level is down.
- Fall garage sale date- The date of the fall garage sale is September 29. Michael will be placing an ad in the newspaper that will run for 3 days (Thurs-Sat). Dawn will be placing the garage sale sign out in the front of the subdivision 7 days before, update the website with the date and will posting the sale on Facebook, Next Door (including surrounding areas) and Craig's list.
- Website/ Neighborhood Watch update- Continuous updates occurring. Dawn mentioned that the county police department was more visible in the area.
- Communication updates (Facebook, Next Door) – Continuous updates occurring.
- Discussion of homeowner violations- The board discussed a new policy regarding homeowner violations. There were reports of unsightly conditions and non-mowing of properties. The following policy regarding homeowners violations was implemented:
  - An initial letter will be sent to the homeowner in violation.

- The resident will be given 30 days to bring the violation within compliance.
- If the resident is not compliant after 30 days, the administrator will contact the attorney who will mail a letter. Legal fees will be applied and a fine of \$10 per day will be applied. Homeowners will be responsible for these similar to those who are in default of their homeowners dues.
- Per our HOA covenants, after the homeowner receives the initial letter, they are allowed a hearing after 10 days and each situation will be taken under advisement.
- Our administrator, Michael will be in contact with homeowner to bring these properties in compliance.
- Diane motioned; Shelly seconded and all board members were in favor of this change.

#### ***HOA Administrator report – Michael Rousey***

- Attorney update
  - Michael mentioned the attorney is continuing to monitor the past due accounts and will be filing small claims for a few of the past due residents.
  - Any processing charges and fees for small claims filings will be added to residents outstanding invoices.
  - Michael will be scheduling a meeting with Tami to go over the status on the special cases and other past due accounts after 9/24.
- Balance/ Financial reports
  - Michael provided a balance and financial report update. We have collected approx. 35K this year so far.
    - Michael went over specific line items (landscaping, utilities, etc.)
  - It was decided to adopt a new policy and cut the amount of statements we send to homeowners. Since the assessment is due at the same time every month , the new policy is as follows:
    - Initial dues notice- Due no later than March 30<sup>th</sup>
    - Final dues notice- Due no later than April 30<sup>th</sup>
    - Attorney letter-Due no later than May 30<sup>th</sup>. Anything after this date will be handled with Small claims proceedings.
    - Wolfgang motioned; Dawn seconded. This would expedite the process and reduce the number of past due balances with homeowners that carry over.
  - Michael will be sending revised amounts/reports to the board.

#### ***Homeowner/ Community Time***

- None

#### ***New Business***

- There was a fence request that is compliant with new adopted fence covenant change. The resident will be constructing a vinyl chain link fence on Stardust Ct.
  - Shelly motioned; Diane seconded the approval.
- The date for the annual meeting has been set for October 8<sup>th</sup>. As with last year, this will be a combination of the regular monthly board meeting and the annual meeting.

#### ***Adjournment***

- Dawn made the motion to adjourn; Shelly seconded. The meeting was adjourned at 8:15 p.m.