Rockwood Estates and Villas HOA Board Meeting Minutes

Meeting Date: January 18, 2022

Zoom Meeting @ 7:pm

Board Members in attendance: Pat Guest, Larry Cole, David McIntire, Dawn Atwell, Heath Harmon, Leslie Jennings

Member excused: none

Visitors present: Lindsey Schultz

Meeting held as a ZOOM conference call.

New President Pat Guest called the meeting to order at 7:03pm.

Agenda items discussed:

Welcome to board and guest, and discussion of new roles for the year. Lindsey Schultz is attending the meeting tonight to offer her time to serve as another board member.

1) Approval of previous meeting minutes. There was a slight error to the minutes after submission by the secretary. Modification proposed by Dave. Motion by Dave to accept the revised minutes / 2nd by Larry / Vote = unanimous.

2) President report: Dave & Pat worked together to get Pat’s name & signature added to the bank account(s) as the new president.

Discussed Lindsay Schultz joining the board to fill the 7th seat. Motion at approve the new board member made by Larry / 2nd by Heath / Vote = unanimous.

Discussion of “any need to make changes to the ARC?” (Currently the entire board is serving together as the ARC, holding that meeting “within” the full board meeting.) Board determined that no changes are needed. We will keep the entire board engaged, serving as the Architectural Review Committee.

3) Financial Statements: Reviewed all financial statements submitted by Dave.

a. 2021 Year End Statement submitted.

b. 2022 Current Statement w/ budgets submitted. (Note: HOA received $10,200 lump sum payment of past due fees due a recent sale of 8 lots on Palmer Dr.) Motion to approve financial statements made by Heath / 2nd by Larry / Vote = unanimous.

c. Savings Account established at First Option Bank. (Opened account with $11,050.)

d. New accounting / data base system introduced by Dave. He is interested in adopting this software for subdivision recordkeeping. The subscription cost is $100 / mo. He is in a “free trial” period right now, to be able to show it to the board. Moved by Larry to subscribe to this software service / 2nd by Dawn / Vote = unanimous.

e. Dave submitted an invoice for $122.81 for reimbursement. It was relative to Zoom meeting expenses. Motion by Larry to approve the reimbursement / 2nd by Leslie / Vote = unanimous.

4) Committee Reports:

a. Architectural

i. Rauber 29337 Palmer - Landscaping and door color. Pat has received a sample paint chip that represents the door color that Mrs Rauber wants approved. (Her submission document is now complete.) Larry moved to approve the door color / 2nd by Dawn / Vote = unanimous. Note: the board previously discussed and approved the other items on her application, (except the future fish pond.)

ii. Schultz Fencing at 29424 Rockwood Ave. Proposed Fence replacement submitted. Moved to accept the proposal by Dawn / 2nd by Larry / Vote = unanimous.

b. Neighborhood

i. Establish a date for the community Garage Sale: Determined April 7,8,9 will be scheduled.

ii In the spring (warmer weather) Dawn plans to canvas the neighborhood to gain permission to include each resident in an effort to “share contact information” of community members within our community, and on the website. Leslie will help with this effort. Dave has some documents with information provided by residents, but not “permission to make that information public.”

c. Commons

i. Playground Improvements / green space discussed. No definite answers reached except to treat the green space for weeds in the spring.

ii. Mowing / snow removal agreement with contractor discussed. It is too vague, Heath is still working on definition of expectations and the spaces on the plat map that require maintenance.

iii. Evergreen at entrance needs to be trimmed back. Discussed options. Heath will seek a bid from AB Tree Service to trim the girth all the way around, with the intent of improving the line of sight to vehicular traffic on 295th street. Board discussed pre-approval of up to $300 for this bid / work.

iv. Fence line on the west edge of the subdivision. The city has been cleaning out the brush along the fence line, they started at the south corner. Now there is fencing that is compromised or laying on the ground. Bids are needed to remove and haul off the wire and posts at the southern end of this fence line. (To the north there remains fencing in heavy brush and large trees… no action on that part of the fence line, at this time.)

d. Website

i. New email system. Dave introduced a new email system. Some board members have tried it, others had not tried it out yet. Pat noted that it was not working consistently for her. More work to be done on this.

5) Architectural Appeal:

a. Gorman Front Porch Screen. – Tabled (because of the meeting being held by Zoom.)

6) Lot Owner Complaints: - None

7) Old Business:

a. Management Agreement – related to David’s job. David requested a flat fee, rather than a daily time log. Suggested that we table this for 1-month. Dave to come back with a proposal of what he would request as a monthly flat rate fee. (discussed ~300/mo.)

8) New Business: - None

9) Other Items: It will be necessary to add Lindsey to our communication loop.

Motion to adjourn made by Leslie, 2nd by Heath, Vote = unanimous.

Meeting ended at 8:25pm

Minutes captured / Submitted by Dawn Atwell, Secretary