

**Dear Homeowners,** *The HOA Board had our September meeting on Thursday, September 5<sup>th</sup>, and our main interest is to continue working diligently on violations and collections as promised. We appreciate everyone's patience and compliance so far with both payment of overdue assessments and violations. Let's keep our neighborhood looking beautiful!*

## **September HOA Board Meeting**

September 5, 2024

### *Attendance:*

*Michelle Felton, President*

*James Overman, Vice President*

*Terri Spinosa, Treasurer*

*Deb Kirkland, Secretary*

*Shane Evans, Executive Director at Large (Past President)*

*Byron Courville, General Board Member*

*Dylan Doiga, General Board Member*

*Libby Burns, Back up General Board Member*

Begin Time: 6:43 p.m.

Libby opened in prayer.

### **Old Business:**

Reminder to make sure all Board members have their yards in order due to the increase in violations in the neighborhood. We cannot feel comfortable sending out violations if our own properties are not in line as well.

### **Violations:**

Forty-eight violations and one 2<sup>nd</sup> notice of violations have gone out as of our August 1<sup>st</sup> meeting. Positive improvements are happening, and we are seeing a positive impact in the Richmond Place community, and compliments have been received. One-time waivers were only decided on by the top 4 HOA Board Members. Kudos to the Board working as a team to make sure the appearance of the neighborhood improves.

### **Officer Patrol:**

Patrol has resulted in 12 violations, including 2 citations for 4-wheelers and one solicitor. Michelle would like to request an additional 3 more hours of patrol.

### **Committees:**

The Yard of Month sign was delivered for September, and the welcome post for new homeowners was posted on the neighborhood Facebook Page.

Michelle requested the creation of a Director of Community Involvement, which would be a non-voting position without attendance at official Board meetings other than when requested regarding specific events. This position would be responsible for welcoming our new homeowners and assisting in community events to encourage member involvement and promote good will amongst neighbors. Deb will post on Facebook for a volunteer to serve as Director of Community Involvement upon confirmation from Michelle.

Shane is continuing to work on the new marquee board for Melrose neighborhood entrance.

### **Financial:**

Terri provided an Accounting Snapshot as of 9-5-24 and discussed our financial status. There are 3 Judgments ready to go out. Issuance of formal Demand Letters is continuing with potential Judgments to follow. Any additional violations for properties that already have Judgments filed will continue. There was a general discussion regarding several homeowners with large outstanding balances, and the suggestion was made that a demand letter might hopefully encourage payment in full or agreement for a payment plan. A payment plan can be set after a Demand Letter is sent, but not once a judgment has been filed.

Terri advised that she had sent out 10 demand letters of which 6 have paid. A discussion of increasing the HOA dues was had and a decision was made to proceed with sending a Notice out by 9/15/24 for a Special Meeting on 10/19/24. This meeting would regard a possible annual dues increase of \$10 for 2025, and \$10 for 2026 for a total increase of \$20. This would be voted on by homeowners, one per household in good standing. Byron is to arrange for a meeting space and confirm with Deb. Deb is to prepare the Notice to the homeowners for mailing by the 9/15/24 deadline, and Terri will provide a list of addresses for labels for the mail out.

Michelle noted that any communication regarding financial matters should be forwarded to Michelle and Terri for handling.

### **General Discussion:**

Michelle re-stated duties for each Board Member position, and an NDA was presented and signed by each Member for confidentiality.

**Vice President, James Overman**, assist the President when requested, manages restrictions and violations – issues warnings and timelines. He manages the lake maintenance (spraying) and refers all communications to the President from homeowners.

**Treasurer, Terri Spinosa**, manages all finances, deposits, debts and works with President when requested.

**Secretary, Deb Kirkland**, manages all communication on Facebook, updates website, reminders of meetings and locations. Responsible for mailing out notification of violations. Works closely with President and Vice President. Assists President when requested.

**Dylan Diaga**, “Workforce”, assists in neighborhood cleanup/neighbors in need. In charge of match lights. Assists President in homeowner communication when needed. Assists Vice President as needed. Answers to President or office of President.

**Byron Courville**, “Workforce”, Answers to President or Vice President. Assists in neighborhood clean up and neighbors in need. Assists Vice President with Lake maintenance. Checks emails and Facebook – distributes when needed and back up for Secretary. Assists President with homeowner communication.

**Libby Burns**, “Back up General Board Member,” Community Service/Upkeep. Responsible for maintaining the general appearance of the lakes at communal areas, front and back entrances and ensuring they are free of trash. Placement of ribbons or signs for any approved community events. Assist with stuffing all envelopes for annual meeting or special events as requested.

**Shane Evans**, Executive Director at Large (immediate Past President), advises President when requested. Manages community safety through technology and oversees Christmas Contest. is responsible for our neighborhood electronics.

James discussed the issue of solicitors and suggested a “no solicitation” card for homeowners to attach to their door or window. The neighborhood does have “No Solicitation” signs at all ports of entry in our neighborhood, and you law enforcement should be contacted to handle random solicitors refusing to obey the neighborhood’s no solicitation rule.

Meeting adjourned 8:17 p.m.