

Villas at the Country Club

Minutes of Meeting of the Management Committee
held at 3:00 pm, Thursday, Apr 3, 2025
Meeting to be held by Zoom

Proposed Agenda for the Meeting

Welcome

Scott Houston, Chairman

1. **Note committee members and property Manager representatives in attendance and confirm that a quorum is present to transact the business of the HOA formally: Scott Houston, Chairman, Gordon Smith Vice-Chair, Benjamin Young Secretary/Treasurer, Charles Stewart Board Member, Ken White Board Member, Cathy Moody, Gene Wickes, Rich Wells, Alex Flint (potential buyer).**
2. **Review and approve the minutes of March 5, 2025.**
 - a. The motion to approve minutes passed unanimously.
3. **Sub-committee topics and updates:** (Scott)
 - a. **HOA Governance and Legal Matters:** (Gordon)
 - i. **Revision or Redraft of ByLaws and CCR's Discussion:** Recently received proposal from Tyler LaMarr of Miller Harrison, and process for identifying areas of weakness or concern. See the attachment for the beginnings of a list of areas to be examined and considered for revision. We also need to discuss the approach for involving the community in the process to ensure fair representation and smooth adoption.
 - ii. **Starling litigation:** Update to be discussed in Executive Session
 - iii. **HUD Complaint by Young:** HUD has finally contacted us, and with Young's concurrence, the matter will be moving into a sincere conciliation effort on an expedited basis.
 - b. **Property Maintenance Matters:** (Ken)
 - i. **No additional updates.**
 - c. **Capital Projects Matters:** (Ken/Rich/Ben)
 - i. Status report on the assignment to finalize the scope update vendor bids for the **stucco work** and for the **central courtyard deck project**,

including garage entry concrete repairs and any transition concrete or decorative deck work needed near main entries.

1. Moved to approve this project with Knockout selected as the contractor. There will be a meeting with the contractor on April 9, 2025, at 9:00 AM. If anyone has input, feel free to attend.

ii. Status of the **south building updates**.

1. Carpet on the 1st Floor is completed, 2nd and 3rd floor are being made and will be installed before the end of April. The lighting is complete. The veneer has been bid to complete. Painting may not be in the budget and will have to be skipped.

d. **Financial Matters:**

(Ben/Rich)

- i. Monthly financial report

(Rich)

ii. Consider **publishing monthly financial reporting on the HOA portal**, similar to Board minutes, only in advance of the meeting in which they are discussed.

1. TPM will put on the website when they email it out. Motion to approve, unanimously approved.

iii. Propose a **standard template and protocol for reserve fund reporting**. Especially summarizing monthly growth due to rental income and interest earnings and net progress toward the approved target

1. TPM will have read access to the account so that they can report on that each month in their financial report. Motion to approve, unanimously approved.

iv. Update on the reserve account move to **KeyBank**. (Scott)

1. Account is set up and funds will be transferred to the new account. Motion to approve, unanimously approved.

v. Motion to earmark any income from fines/penalties/late fees to be added to the Replacement Reserves account. Similarly, any rental income from storage units owned by the HOA should also be handled the same way, at least until a proper reserve balance is achieved.

1. Motion to approve, unanimously approved.

e. **Reserve Deficit:**

(Ben)

- i. Status of the initiative to secure a 3rd party vendor to update our reserve study.

1. We have one bid back for \$3,200; a second one is pending that should be back this week. The largest issue with the first bid was that he is not available to start until July 2025. Once the second bid is received, if they are comparable in costs we will move forward with whoever can do it quicker.

(Ben/Charles/Gene)

- ii. Discuss concepts and general alternatives for remediating the reserve account deficit:
 - 1. General principles.
 - 2. How to involve and educate the Community to build trust and consensus.
 - 3. Charles' assessment of the "thought leaders" in the community. There are probably at least three groups with strong views.
 - 4. Given the time delays we are experiencing getting a trusted vendor to update our reserve study on our timetable, discuss the merits of proceeding to assess the maximum \$4,500 per unit under the management committee's authority due July 1 as an interim measure while the subcommittee works out a long-term plan that will get the support from the whole committee.

4. Other Matters

- a. **Storage room rental** – interest expressed by Ben Young
 - i. Ken is renting the storage unit.
- b. **Parking space assignments.** Protocol around owners trading: This is a long-running topic that will come up in the revision of the CCR's. Suggest we get the discussion started.
 - i. This was tabled for the next meeting.

Attachment 1: Initiative to Revise or Redraft the HOA ByLaws and CC&R's.

Known Areas of Concern:

- Common Area vs. Limited Common Area Clarification:
 - Clarify the definition of Common Area vs Limited Common Area as used in the governing docs, especially with respect to the garage area. Need to give HOA member assurances that their parking cannot be arbitrarily taken away or reassigned.
 - Establish a practical policy regarding owners' right to trade their spaces/storage units
 - Under what circumstances can garage space be reconfigured (e.g. to add or subtract storage units or parking spaces, loading area/handicap designations.
 - Potential rental of certain surplus HOA common area spaces or any other activities that might be conducted to either generate income or potentially offset expenses.
- Create a clear, common-sense policy for EV / other car charging.
 - Include a provision for back-charging existing charger owners should the community incur out-of-pocket expenses for overall building electrical capacity increase. Maybe consider something like an Impact Fee?
- More definitive approach to rules, including Fair Housing/Anti-Discrimination policies/training for board members
 - Enforcement of HOA rules and policies
 - Fines, Penalties, Late Fees
 - Disposition of Fines/Penalties, Late Fees
 - Dispute resolution/Arbitration clause
- Board Governance
 - Best practices/board handbook/policies
 - More detail around maintaining HOA board records (copies of rental agreements, copies of unit purchase docs, cap projects historical records,
 - Document retention policy – Annual Registration 3 years, Bank Statements 7 years, Governing Documents – Permanent, Insurance 3 years, Minutes Permanent, Tax Returns – 7 Years.
- Financial matters
 - Best practice for allocation of HOA fees. (This comes up from time to time...by sq ft or by unit). Consider whether to incorporate some expense category allocation by sq ft)
- Reserve account management. Financial controls around the use of reserve funds and who can approve? Annual budget. Board action to approve movement of reserve funds to general account for spending.

- Emergency access to units