

Villas at the Country Club

Minutes of Meeting of the Management Committee

Held at 3:00 pm, Tuesday, July 8, 2025

Meeting to be held by Zoom

1. **Welcome** **Scott Houston, Chairman**
2. **Acknowledge committee members and property manager representatives in attendance and confirm that a quorum is present to formally transact the business of the HOA.**
Scott Houston (President), Gordon Smith (Vice President), Benjamin Young (Secretary), Ken White, Charles Stewart, Phil Bryson, Alex Flint, Jason Kerr, Rich Wells.
3. **Review and approve the minutes of June 4, 2025.** **(Ben)**
 - a. Unanimous Approval
4. **Sub-committee topics and updates:** **(Scott)**
 - a. **HOA Governance and Legal Matters:** **(Gordon)**
 - i. Follow up on implementing board member training for Fair Housing and Non-discrimination compliance. **(Ben)**
 1. A link was provided by HUD this morning and will be distributed to the Management Committee so that they can complete this task this month.
 - ii. Update on the CC&R redraft:
 1. Board review and edit of the first draft, along with the proposed modifications from the committee.
 - iii. **Proper Recordation of the Reinvestment Fee**
 1. Rich will follow up to correct this missed registration.
 - iv. **HOA policies and rules:**
 1. Rule/Policy groups to be compiled?
 - a. Anti-discrimination and Fair Housing Policies
 - b. Policies regarding Financial Reserves/ Target balances
 - c. Risk Management/Insurances
 - d. Operational/Community Living Rules
 - e. Board governance/handbook
 - v. **Starling Litigation:**
 1. Response to the latest settlement exchange still pending.
 - a. Ongoing settlement discussion still happening.
 - b. **Financial Matters:** **(Ben/Rich)**
 - i. Monthly financial report **(Rich)**

1. Confirm that TPM has read only access to the reserve account bank information.
2. Follow up on the decision to implement a monthly summary report of Total Reserves with the following reserve subcategories.
 - a. Operating Reserve.
 - b. Regular Reserves for Future Replacements collected monthly since Beginning March 2024.
 - c. Reserve for current Capital Projects (raised via special assessments along with Target Balance and. Cumulative Deficit
 - d. Monthly Interest Earned.

ii. **Reserve Deficit:** (Ben/Charles/Gene)

1. Start Date for the 2025 reserve study is imminent? (Ben)
2. Update on the collection of the special assessment. (Rich)
3. The target date for presenting the HOA's long-term funding options for reducing the reserve deficit is August. The internal review target date is September.

c. **2024/2025 Capital Projects Status:** (Ken/Rich/Ben)

- i. **The central courtyard deck project has begun. Planned completion date?**
 1. Being completed now
- ii. **Status of the stucco work?**
 1. Will move forward once the courtyard is completed. If anyone has additional stucco damage please forward them to Rich to include in the scope of work.
- iii. **Status of the south building updates?**
 1. Need to do the front entrance way. Ken also wants to look at a different material. No furniture changes were made or requested.
- iv. **Pool Resurface and Pool Room re-paint?**
 1. After Labor Day
- v. **Tennis Court / Pickle Ball Project** Update. Project start/end dates?
 1. Will be completed August 15, will be enclosed with a combination lock that the owners will have. The owner needs to be present when it is in use.

vi. **Fire protection system South Building**

1. Rich will look into it. Currently, it looks like a maintenance project not a capital project.

- vii. A non-scheduled request from the **North building to re-paint certain high-traffic areas.**

1. Continued to the next meeting

d. **Property Maintenance Matters:**

(Ken)

- i. South Bldg main entry. Door sticks sometimes.
- ii. South Bldg rear entry garbage door won't close. Sprung?
- iii. Other items? Charles had some input from community members last month. Have any of these been addressed?

4. **Community Concerns**

(Charles)

- a. **Have we addressed or reassigned each of the concerns from Charles' list?**

5. **HOA Guest Comment Period**

6. **Adjourn**