

Villas at the Country Club

Minutes of Meeting of the Management Committee

To be held at 3:00 pm, Wednesday, Nov 5, 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, Gordon Smith, Benjamin Young, Charles Stewart, Cathy Moody, Gary Crosby, Gwen and Gene Wickes, Alex Flint, David Starling, Ken White.

3. **Review and approve the minutes of 3 Sep 2025.** **(Ben)**
 - a. Motion to approve minutes. 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. **Board members need to complete training.**
 - ii. **Update on the CC&R redraft:**
(Gordon)
 1. Schedule “Town Hall” meeting to review with the HOA community.
 - a. Awaiting response from legal counsel on availability to present to the community to inform them.
 2. Review process and timing for community vote(s).
 - a. More information will be forthcoming.
 - iii. **Update on HOA policies and rules review and update as needed**
 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. Rental of HOA storage closets not needed for operations
 - f. Board governance/handbook (Do we need/want one)
 - i. Note – These items were identified as issues for the community and discussed with the CC&R committee and with legal counsel and the board was advised by legal counsel that these items should be handled in the rules and policies instead of the CC&Rs.
 - iv. **Proper Recordation of the Reinvestment Fee**
 1. Wickes Request for Refund, awaiting legal review/advice.

- v. **Starling Litigation** Status of Settlement discussions.
1. This settlement was on hold due to the CC&R revision; however, it appears that the revision of the CC&Rs has expanded in scope so the board authorized legal counsel to provide a settlement offer to the Starlings.

vi. **2025 Annual meeting Planning**

1. Proposed date & agenda
 - a. Discuss setting annual meeting dates as Dec 10 or Jan 14.
 - i. Date of January 14 was proposed as the date of the annual meeting.
 - b. If we don't anticipate an increase in the monthly HOA fee, then the annual meeting can be in January.
 - c. Propose board action regarding the Annual Meeting date and notice deadlines.
2. Finalize and announce board vacancies to be filled.
3. Summarize Assignments & Calendar of Notices

b. **Financial Matters:**

(Ben/Rich)

i. **Monthly financial report**

(Rich)

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

ii. **Reserve Deficit:**

(Ben)

1. Update on the 2025 reserve study.
2. Target date of Sept 30 for internal review of reserve study not met. Set new target date for presenting the HOA long-term funding options for reducing the reserve deficit.

c. **2024/2025 Capital Projects Status:**

(Ken/Rich/Ben)

i. **Tennis Court / Pickle Ball Project** Final Report.

1. Final cost is currently \$57,900 but does not include one final expense, estimated total will be \$60,000. It looks much better and has been completed except ordering two new benches.

ii. The **central courtyard deck project** status update?

1. Final cost is about 40% higher than budgeted due to the thickness of the concrete being twice as thick as expected. The vendor initially tried to double the invoice but was negotiated down. \$80,000 is the final cost against the budgeted \$57,000. \$5,000 of the \$80,000 has been withheld pending the vendor making corrections.
- iii. **Stucco work project**
 1. This is currently in progress and Rich will be doing a walk through with the vendor this week. The retaining wall is structurally sound so no additional work was done on that. The fence above the parking garage is not structurally sound due to rust and needs to be repaired, it may be able to be done in the repairs, depending on how much it costs. The current amount paid is \$18,750 of \$37,500.
- iv. **South building**
 1. These projects are complete. The final cost ended up at \$9,800 for painting, \$34,702 for carpet, \$10,143 for light fixtures, \$3,175 for the stone plus an additional payment making the total \$8,000.
- v. **Pool Resurface and Pool Room re-paint**
 1. We have received a quote awaiting a date for installation from the vendor. Pool heater was \$7,300. Painting was \$5,400. Resurface will be \$27,500.

**d. Property Maintenance Matters - Updates:
(Ken/Rich)**

- i. South Bldg main entry. Door sticks sometimes.
 1. Issue is resolved.
- ii. South Bldg rear entry garbage door won't close.
 1. Issue resolved.

6. HOA Guest Comment Period

Cathy asked if when the leaf removal happens, please contact the Judds to let her know when they are coming so they can adjust their fence so that it is a clean leaf removal. Rich notified vendor.

Gary put in a repair order and Bobby repaired the deck and railing. Bobby told him that they ran out of stucco materials, he is concerned that additional stucco work needs to be done. Rich said he will confirm it is done when doing the walkthrough. Gary also asked who the point person is to report issues. Rich explained that there's a place on the portal to submit requests or to call TPM directly.

Gwen said that she has reported 3 issues, the first was resolved, but the second and third ones were not resolved. One was pressing the number 7 on the silver keypad that would open the door. The second was a deck issue.

7. Adjourn