

Date of Meeting: September 8, 2020

Location: Held Virtually via ZOOM

1. Call to Order. The president called the meeting to order at 7:00 pm.
2. Quorum: A quorum was present. The following directors attended: Dir Parlette, Dir Phan, Dir McCann, Dir King, and Dir Patterson. No director(s) were absent.
3. Approval of the Minutes. A motion was made to approve the July minutes, was seconded, and unanimously approved.
4. Open Forum. The floor was opened for homeowner participation. There were no comments.
5. Old Business.
 - a. Financial.
 - i. Income is still ahead of expenses, as expected, due to not yet being billed for the increase in recycling, and water shed maintenance not yet on contract.
 - ii. The PO Box renewal was missed. Dir McCann will go to the post office on September 9 with appropriate HOA identification to renew the box.
 - iii. Dir McCann and Dir Parlette will go to the bank on September 10 for another attempt to get signature authority for the treasurer.
 - iv. Reserve Study. Dir McCann to get quotes on a new reserve study. The auditor indicated the use of reserves as indicated in the current study was not as intended which improperly reflected reserve status.
 - v. Insurance was a similar cost as the preceding year which met stipulations for renewal as agreed in August. The policy was renewed.
 - b. ARB.
 - i. Two changes were approved: a deck; a drainage correction.
 - ii. Violations which had come to the attention of the BOD were briefed as cleared or outstanding.
 - iii. Violation hearings. MJF recommended meeting in person. Violation documentation including photos are circulated and discussed for each homeowner case. Each homeowner has an opportunity to present compelling evidence as to why a violation should be dismissed. Dir. Phan will obtain facility space.
 - c. Grounds.
 - i. Dying trees on Rippon. As follow-up to the Aug meeting: 1) the letter to notify involved homeowners has been drafted; 2) need to obtain a quote for common area properties, and separate costs for affected homeowners if they choose to participate in a "group" tree service; 3) and need to provide information to the management company with a target window for addressing the trees. Dir King to obtain quotes.

- ii. Tree down on 1590 Teal Way common area. Need quotes to remove the tree from the fence so PWC can repair the fence. Dir King to obtain quotes.
 - iii. Grounds Contract Request for Bids. Dir King hosted a requirements meeting on ZOOM and sent RFBs to 6 landscape service providers, with a 7th to be sent on September 9.
 - d. November Biannual and Elections. Clarification was made that the Emergency Legislation for virtual meetings pertained to BOD, not Homeowners meetings. A motion was made to hold a physical meeting in order to hold an abbreviated biannual to hold elections, was seconded, and unanimously passed. A motion was made and seconded that if a facility could not be attained within two weeks of the September 8 BOD meeting, that counsel would be sought for addressing how postponing elections would affect terms of seats which expire in November. The motion was seconded and unanimously approved. Dir Phan will obtain a facility.
 - e. Property on 1599 Heron xfer to PWC Service Authority in 2017. Assumed to be an error. The last exchange with the Service Authority was the grant of an easement in 2016. Dir Parlette will send a letter to PWC with the easement documentation in order to correct land records.
6. New Business.
- a. Dir Patterson announced a planned resignation in December due to pending family events.
 - b. Liens:
 - i. Signed a lien on Wigeon for \$607.48.
 - ii. Released a lien release on Marsh Overlook for \$732.24.
 - c. Car break-in. A homeowner shared a video of a car break-in in the neighborhood. Will share with neighborhood watch officer.
 - d. Pool Cleaning. PWC provided information on dumping pool water. Will be sharing as we have received complaints in the past which directly references the county information.
 - e. Administrative / HOA communications brief.
 - i. Website changes. In addition to monthly updates to the home page, the words Virtual Meeting Instructions were bolded in the Notifications tab to make the instructions with the logon ID easier to find.
 - ii. An update of individual homeowner requests via the HOA email was provided.
 - iii. Dir McCann was provided information on the Reserve Study to include comments on the first draft to aid in pursuing an updated study.
7. Meeting Adjourned. There being no further business to come before the board, a motion was made to adjourn, seconded, and the meeting adjourned at 9:00 pm.

R.Parlette
 President
 Dawson Landing HOA