

Dawson Landing Homeowners Association

BOD Meeting Minutes

Tuesday, August 8, 2023, Agenda

Date of Meeting: August 8, 2023,

Location of Meeting: Virtually via ZOOM

1. **Call To Order.** The BoD President called the meeting to order promptly at 7:00 P.M.
- 2.
3. **Determination of Quorum.** A quorum was present with the following directors in attendance:
Dir. Parlette, Dir. Collins, Dir. J. McNeil; Dir. M. McNeil; Dir. McCann

Absent: Dir. Roopan, Dir. Phan
4. **Approval of the Minutes.** A motion was made to approve the July 11 Dawson Landing HOA Meeting Minutes. Minutes were approved by all with Dir. McCann abstaining since he was not at that meeting.
5. **Reports From Officers, Boards and Standing Committees.**
 - a. **President:** A motion was made and approved to ask MJF to add presented detail to Amendment 26 of the Resale Certificate, which replaced the Disclosure Package beginning 1 July. The new format will be forwarded to all BOD members for review and recommended input.
 - b. **Vice President:** A proposed Dawson Landing yard sale is tentatively scheduled for October 14, 2023. Will create a save the date notification so that we can post it. Will also contact Mrs. Maureen Parlette to gain support and assistance with the upcoming yard sale. Dir. Parlette will discuss the “Resale Certificate Package” with Dir. McNeil.
 - c. **Financials. Dir. McCann.**
 - i. Annual Audit Report Findings (standard financial content) Auditors issued an opinion. MJF has done their job.
 - ii. We have 60 days to sign and return the reserve study’.
 - iii. Does not appear we have sufficient replacement reserves but have cash over \$125 K and we should transfer some into the replacement reserves.
 - iv. The Reserve Study will be updated per guidance from audit.
 - v. Another finding seems to state that we Incur Bad Debt Expense on a Consistent Basis
 - vi. We have assets of almost \$300K
 - vii. Rainy Day Fund of about \$125, can take a portion and put into the replacement reserves
 - viii. We only collect the amount we need through HOA fees
 - ix. Income at \$125,000 last year
 - x. Late Fees and Expenses are accounted for
 - xi. Any overages due to late fees are placed into reserves.

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- xii. The majority of our income is spent on three items, trash pickup, grounds, and MJF administration support.
 - xiii. The Reserve Study from years back did not account for the excess we have.
 - xiv. If something significant happens, i.e., a retaining wall needs repair, we will use these funds to make that repair.
- d. A motion was made, and it was unanimous that we accept and sign the independent audit.
- e. **Secretary.** Nothing new to report.
- f. **Architecture Review Board (ARB).** Nothing to report, Dir. Phan absent.
- g. **Grounds.** The grounds contractor cleaned up common grounds containing water sheds to meet deficiencies found in the last PWC inspection and forwarded pictures to the inspector. PWC to schedule reinspection.
6. **Old or Unfinished Business.**
- a. **Traffic Calming Analysis.** Nothing new to report. Dir. Collins is still attempting to contact the representative from the county to speak with the HOA.
7. **New Business.**
- a. **Bi-Annual Prep:**
 - i. Next Bi-Annual Meeting will be held November 14 at a PWC facility. Requesting the Ferlazzo Building. Pizzas, sodas, and water will be served. Dir. McNeil will investigate additional source for Pizzas (i.e. Marcos) and share at the September meeting.
 - ii. Dir. Parlette will pursue Supervisor Margaret Franklin as a speaker at the Next Bi-Annual Meeting agenda. If she is unable to attend, Dir. Parlette, will ask Ms. Franklin to recommend an alternative.
8. **Open Forum.** There were no homeowners present.
9. **Meeting Adjournment.** The meeting was adjourned at approximately 8:23 P.M.
10. **Next Meeting.** The next meeting of the board will be September 12, 2023, at 7:00 P.M. Until then, please stay safe.

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Respectfully Submitted By: Dir. Sec. Marilyn Collins