

LAURELWOOD HOMEOWNERS' ASSOCIATION

BAYSIDE LAKES

BOARD OF DIRECTORS MEETING

September 02, 2021 6:00pm

Bayside Lakes Clubhouse

Meeting Minutes

1. Call to Order & Establishment of a Quorum

Quorum established: All board members present

2. Roll Call

Attendees

Paul Zima President	
Dave Weber Vice President	
Lisa Veta Treasurer	
Carl Doughty Member at Large	
John Fazekas Secretary	
Tim & Caroline DeGavre	1705
Paula Zima	1835
Rose Raffinello	1855
Brigitte Duplessis	1708
Jannine Henzell	1732
Barry Dye	1701
Al Barclay	1744
Deanna Douglas	1735

3. Proof of Meeting Notice

Meeting notice posted at gate 48 hours prior to event.

4. Review and Approve Minutes of the last Meeting

Meeting minutes for 2021-08-05

Minutes previously approved via email (unanimous)

Note: President will report completion of approval and Secretary will distribute to FM for posting

5. Budget Report (Joy)

Discussed receipt of the attorney bill of over \$2,300 For services from January 2021 through August 2021, and included various litigation actions the previous board directed.

Review of budget complete and accepted

Note: Change topic to 'Monthly financial statement review'

6. Committee Report

A. ARC Committee

a. Review Approve/Disapproved Applications

Discussed request to join ARC by Lorainne Edy and Susan Welch

The current board population is even with opportunity for a tie decision, The board meeting schedule (at one per month) may not be the appropriate tool to support the ARC team.

ARC (L Veta) requests guidance on creating and distributing flyers to promote/address community ARC issues (including membership) – There is no restriction to prevent this activity, and the ARC is unrestricted in this.

Note: Current requirements are for a minimum of three members on the ARC, but no limit for more.

Discussion of ARC review of the CC&R / Bylaws. The task will be reviewed by the Board to determine the most effective method of performing the review:

- Simplifying language for the use of the homeowner
- Re-designating the builder restrictions to a different subsection

Note: There is activity to consider similar reviews under other local HOA's to determine if there are common changes.

Motion to seek establishment of a CC&R/Bylaw Review Committee to address the opportunity to make 'common sense' changes for the benefit of the homeowners and their investment.

Motion: John Fazekas

Second: Dave Weber

Vote: Aye (unanimous)

b. Vacancy-Multiple Homeowners Interested

No discussion

B. Social Committee

Discussed activities

- Welcome wagon for 1865
 - Fall festival (24 OCT) has a conflict - Request to move to 07 NOV
- Activities have been approved and are eligible for reimbursement
- Send receipts to Dave Weber

C. Fining Committee Vacancy

No members/no discussion

7. Old Business:

A. Update on Flawless contract changes

Discussed current contract – HOA Pres has signed; another board member is required to sign.

- The Flawless requirement for 'automatic 3% annual increase', which the HOA Board takes exception to.
- Confirmed this exception is in the agreement and approved the contract.

B. Front Entrance Light Pole Electrical Quote Review

Discussed current status to include recent light bulb replacement, and condition of system electrical boxes in need of repair.

Reviewed current quotes, and there is too much variation: Will pursue another quote.

C. Budget Audit Update

Review of finances in balance sheet format over a three-year period.

- Reserve value: \$88K: Discussed purpose of reserve and pending expenditure
- Indication of unusual activity: No significant expenditures other than maintenance/repairs, approved contract expenditures

Discussion of payments to FM that are not processed through the HOA Board for approval – Reviewed contract to clarify scope of fees

- HOA P/VP to meet with FM to discuss FM charges
- HOA BD feels all charges should be reviewed/approved before checks are issued for signature

Discussed sprinkler system charges and found there is a check issued to Flawless which coincides with the sprinkler timer replacement. This indicates:

- The wet check process is not understood as the system has not been operational due to no timer (was removed). The HOA suspects it is an interpretation of how 'wet' the soil is and not the operational status of the sprinkler system.
- Flawless is performing maintenance, which may indicate the maintenance contract is approved (HOA P/VP to confirm)

Discussed current account with TD bank – Meeting minutes (proof of membership) is required to obtain statement/conduct business.

- HOA T (L Veta) to establish control of account for the purpose receiving a statement.

D. Roadway Analysis Update

Review of current estimate is \$155,774. (Burton Asphalt & Services).

Note: BAS review of current road and expects the current road to perform for approximately eight years (possibly more)

Need to consider preparations to build the reserve to avoid a future levying a charge to each home to support the road maintenance.

- Options include increasing reserve fund and decreasing operating budget to support preparations.
- Road sealing remains a short term consideration to provide temporary low cost relief to extend the life of the road

E. July Inspections Update

- a. Did all homeowners comply with 30-day notices?

Discussed responses (certified letters sent 06 AUG)

- 1776 Action pending (noted the wrong door was received and installed. The door is in process for replacement)
- 1820 Action complete (complied to certified letter)
- 1885 Action complete (complied to certified letter)
- 1735 Action pending (tree replacement in planning)
- 1755 No response – Review for action

1865 planning a fence installation and has no ARC submittal – Need to follow up with homeowner to ensure process is followed

Note: Raised sidewalks where not in the July and August inspections

F. Inspections- Enforcing Current CC&R's only (Previous Boards Rules)
Discussed regulatory requirements and the role of the HOA BD to enforce

G. 1844 Roof Issue

Discussed assessment of damage and awaiting conclusion of litigation (estimate six to nine months)

H. Community Notification Board Update

Discussed receipt of notification is pushed out to late SEP 2021.

8. New Business:

A. Entrance Sprinkler Timer Replacement

Discussed repair (\$350) and how the HOA Board needs to ensure there is sufficient representation to support time sensitive issues that arise out of 'business hours.

This resulted in an agreement that planned absences would be communicated to ensure there would be a board member withing a day's notice.

B. August Inspections Update

HOA P/VP to walk around this Saturday to review AUG inspection results

Motion to perform inspections within three days of the next board meeting

Motion: Dave Weber

Second: Lisa Veta

Vote: Aye (unanimous)

C. September Inspections

September inspections cancelled due to insufficient processing time from the AUG 2021 results to the OCT 2021 planned inspections.

D. August POA Meeting Update

POA did not establish a quarum, No meeting took place

9. Open Discussion

A. Emergency funding budget – There is a need for approval without a meeting

Motion to approve \$1,000 to support emergency expenditures with approval one board member (this topic is related to, and in support of 8.A. with regard to the delay in processing a decision to approve critical sprinkler system repair (replace missing timer).

Motion: Carl Doughty
Second: Lisa Veta
Vote: Aye (unanimous)

- B. HOA attorney representation bill (\$2,515) for resolved action under the previous HOA Board

Note: HOA Pres is recused from this topic

HOA/VP will discuss options with the attny to determine if there is opportunity for a reduction in the fee.

- C. Announcement: Pour Four to sponsor a fund raiser for PBPD domestic violence Unit on 26 AUG 2021 at 1pm.

- D. Inspection consideration

Discussed the resident inspection process to distinguish between negligence/disrepair requiring immediate attention from expected conditions requiring seasonal attention (such as moldy / rusty sidewalks).

HOA Treasurer (L Veta) noted the most recent inspection did not include sidewalk condition.

The HOA BD concurs there is a difference between the two types of citations, but there is not sufficient detail to define a set schedule (it may be reliant on seasonal conditions, and will be positively reinforced when the community notification board is installed)

- E. Property signs

Discussed residents which displayed contractor signs that are no longer applicable (such as realtor and roofing contractor signs for activities either concluded or stopped).

10. Dates for the Next Scheduled Meeting is October 07 at 6:00pm

11. Adjournment

Motion to adjourn at 8:20 PM

Motion: Carl Doughty

Second: Dave Weber

Vote: Aye (unanimous)