
Executive Session

Tuesday 2. 22.2022

Attendees

Jake Zambrano, *President*

Stacey Elswick, *Vice President*

Claudia Van Buren, *Secretary*

Sherry Sparks Communications Director

Curt Clifton in Genesee unable to make to due to foul weather

Bobbie Schiff absent on vacation

Tim Parkhurst absent work emergency

A quorum is present

Agenda

Last Meeting Follow-up

1. SE No written documentation of ACC committee work, either violations or approvals of work for 2021 have been located. Unknown if approvals/denials of improvements occurred verbally or by email. Side note: JZ has a neighbor that wants to volunteer for ACC work.
 2. SE Resident on Elkhart self reported that no ACCrequest form was completed for shed or play structure.
 3. SE Examples of inappropriate verbal exchanges of quid pro quo discussions, i.e. " if you do this for me, I will approve your ACC request." have been noted.
 4. SE Query: If work occurred without approved requests, how do we handle that? Other issues such as violations, i.e. plastic fence on corner house Lehigh/Elkhart, revolving junk piles on the front porch, hole in fence for a dog look out, at a particular residence on Eagle. We need to have a thoughtful discussion as to how to handle this.
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5. JZ POV We are unable to litigate projects completed without permission, unless a covenant violation exists, If We can identify those in covenant violation and ask for compliance. We should contemplate a resolution for this to cover improvements that occurred in the last 24-36 months, and are grandfathered in unless in violation, at the next meeting (March.)
6. CVB Elkhart property will require a variance as the shed is out of compliance with the 1000ft boundary. Would recommend we treat it as a new business item. Play structure- we have no covenants in place to guide us.
7. SE There was a house that had a shed request and a double fence was noted at the time of visit. Discussion: I have an understanding there is a need to create template letters for ACC work. We have future work regarding the definition of acceptable products for roofs etc... What is "good quality" asphalt shingles? Why is 8'6" the listed shed height. CVB Presidential Asphalt roof tile was the only acceptable roof shingle for Shenandoah. Cedar Shake shingle roofs are still listed as acceptable in our current CCR's, even though these are a significant fire hazard. Post violation -if you owe money on dues or you owe money for a violation do our current CCR's allow you to move forward with future projects?

New Business

1. SE Google Work Space (GWS) environment will provide a solution to house all documents for all board members current and future to access documents and historical work completed. GWS would allow us to use Google Meetings and drop Zoom. SE Would recommend a separate email to act as a buffer from our personal email tied to a board role assigned email that is passed on to oncoming members when previous board members move off the board.
2. SE Costs of current software - unknown amounts. Identified need for Budgeting itemization improvement.

Treasurer was unable to provide amounts related to costs of maintaining our website such as Community Box, Zoom, GoDaddy, Mail Chimp, or Squarespace. Post meeting note- these were itemized in quickbooks as personal expenses for reimbursements to Lynn Miller. No detail of itemization was done in the 2021 year.

True Budget categorization need to occur for an accurate 2023 budget creation. The practice of reducing services because the budgeted amount could not be met i.e. roll off plus chipper service, now reduced to rolloff service

only is not acceptable. CVB The Insurance policy should be shopped annually as a standard practice to keep the coverage and the expense competitive.

3. Google Work Space (GWS) further review and discussion

JZ We need to move forward with a solution. This seems to meet our immediate needs.

SS Will we ALL use it? Or will there be some of us who refuse to use it? Discussed monthly costs vs annual costs. Some trepidation about the skill/ability to write code, as a concern. Recommended we keep Zoom live, until we confirm GWS is up and running for us. Will try to end our ZOOM subscription and determine if a refund is possible.

SE We would benefit from laying down guidelines for all board members, for violation documentation in GWS, and in person approach of homeowners with no documentation should stop.

Forms auto populate to a tracking spreadsheet.

Discussion of residents' ability to complete forms online. Propose language that if assistance is needed, how to complete the process, by email reachout.

Discussion of whether you can pre-schedule meetings in GWS, and schedule future publishing.

4. The treasurer has not shared any statements with the bookkeeper. Wells Fargo requires several days notice prior to in person appointments. Discussion regarding the role of treasurer and the ability to abide by resolution and established practices. JZ and CVB will work to get CVB and new bookkeeper access. SE requests bank access. CVB It has been roughly six months since our previous bookkeeper reconciled our books.

5. Elkhart Homeowner letter notifying board HOA dues will be paid monthly. This is in violation of our bylaws, Resolution III. It would be an administrative nightmare if all homeowners chose to do this. A letter will be sent to the aforementioned homeowner notifying of the violation.

6. A current board member has a history of litigation with the HOA, this suit settled in favor of the HOA.

SE Should this be discussed as a whole board via executive session in the future?

7. CVB Next meeting - Presenters of Management Companies. How do we want to structure this? 30 min. per presenter? JZ Recommendation every other Tuesday, Presenter at Board meeting, then 2nd presenter at Study session.

Action Items

1. SE will reach out to Matt and determine his ability to help us with set up, related to GWS 2/23/22 then set up a meeting for demo.
2. CVB will work to seek bank access for herself, Susan Honse.
3. We need the debit card number from Curt.
4. Stacey would like bank access.
5. CVB will shop the insurance price among multiple insurance companies
6. Curt to purchase Quickbooks - 3- licenses for Susan Honse, Jake, Stacey.

Next Meeting Agenda Items

Management Company Speaker

Resolution regarding 24-36 month gap in CCR enforcement

ACC Letter templates