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# Meadow Hills Estates

Board Meeting

Tuesday, 01.11.2022 6:00-7:30 PM

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## Attendees

Galen Miller

Jake Zambrano

Stacey Elswick

Claudia Van Buren

Sherry Sparks

Bob Schiff

Tim Parkhurst

Curt Clifton (Late -  
present second half mtg)

Marni Armijo

Carol Occhionero

Carl Occhionero

[C Karsh](#)

[Joel S](#)

## Agenda (See attached)

Call to Order - 6:04pm Galen Miller President Elect 2021

### Nomination and Election of Officers

1. Stacey Elswick nominated Jake Zambrano for President  
Seconded by Bob Schiff, Motion moved to a vote. Motion Carried 6-0  
(not present for vote Curt Clifton)
  2. Claudia Van Buren Nominated Stacey Elswick for Vice President  
Seconded Jake Zambrano, Moved to vote, Jake Zambrano, seconded Sherry Sparks  
Motion moved to vote. Motion carried 6-0 (not present for vote Curt Clifton)
  3. Nomination for Secretary opened, Stacey nominated Claudia Van Buren  
Motion seconded. Motion to move to vote. Motion carried 6-0. (not present for vote  
Curt Clifton)
  4. Nomination for Treasurer  
Sherry nominated Curt for the position of Treasurer. Seconded Claudia Van Buren  
Motion to vote. Motion carried 6-0 (not present for vote Curt Clifton)
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### Slate of Officers elected for the 2022 year

Jake Zambrano President	Sherry Sparks Web Master
Stacey Elswick Vice President	Bobby Schiff Member at Large
Claudia Van Buren Secretary	Tim Parkhurst Member at Large
Curt Clifton Treasurer	

### Galen Miller Board President 2021 passed the Gavel

### Jake Zambrano Board President 2022

### Call to order 1st meeting of the 2022 Board of Directors

**Housekeeping issues - Plan to adhere to agenda by limiting topic discussion to 12-15 minutes per agenda item. Stacey will act as time keeper.**

**Two unlisted items - Annual dues collection and Code of Ethics will be addressed as item V. on the Agenda at the end of the current agenda**

### Old Business

1. **Property Management Company** MHE Vote result was 50/50 (Note- voting was conducted post Annual meeting with present participants.)

Considerations; Hybrid engagement of a company to limit costs, such as the application of ACC guidelines equitably, adherence to Covenants, bylaws, and the fiduciary responsibility to manage HOA dues responsibly. Financials and compliance concerns may be better addressed by a management company. Black and White adherence to rules by management companies, without room for leniency. Some advantages to finding a company that specializes in smaller residential communities. Reflections by our Legacy neighbors- Cons - Both Tim and Jarrod observed over 100 violations in one month, if a management company were to send letters to that effect, this would create outcry. Some other negative history Bellaire had a management company and rejected them, reforming their HOA volunteer management as a five member board, this due to perceived disagreement with the management company's costs. Churchill went with Centennial management company with a decrease in dues. Residential area of Churchill HOA costs-

\$8500 a year or 85\$ per homeowner per year. One consideration - possibly tier covenants for enforcements. Define what we seek- Do we seek greater covenant control? The Fiduciary piece?

Recommended: Seek an in-Person presentation of Management company representatives for future meetings Feb or March.

To be included - Property Management company for Churchill (Centennial)

Shenandoah - Weststar Management Company, Bellaire - unknown company

**Action item:** CVB, SE

## 2. License Plate Reader Cameras (LRPC)

MHE Vote result was 75/25 (Note-voting was conducted post Annual meeting with present participants.)

Cameras are detached and ready for removal due to technology that is now obsolete. Contract w/ Motorola sales team is void.

Discussion regarding the value of cameras if police will not utilize footage in relation to solving a neighborhood crime in addition no one actively monitors the footage. There have been conflicting reports that police use it. Other observations, camera functionality was less than 100% at times cameras would go offline with no footage captured and without notification. Discussion points: What constitutes a safe neighborhood? Do cameras prevent crime?

It was suggested that we explore a Security consultant to determine best practice around crime prevention, detection. There had been some hesitation on the part of residents related to license plate recognition vs security due to limited understanding of how this information was used. Refer to Don Kado and Motorola for more information.

**Action Item:** JZ will look into one or two Security Consultant options for our review.

## 3. Detached Garages - MHE Vote result was 75/25 in favor (voting was conducted post Annual meeting with present participants.)

Stacey Elswick and Doug Webb worked on the proposal presented at the Dec 7th 2021 meeting. They identified variances in the neighborhood, with the percentages of detached building sq footage, specs, versus lot size. There are still questions regarding size of proposed detached buildings vs lot-house proportions, positioning.

The proposal presented works to insure the melding of the detached garage with the overall home's appearance. It is a good baseline. Violations that include items in front and side yards in the neighborhood currently have the potential to be solved by a detached garage.

Discussion: All detached garages done in the last few years were done by variance.

These were automatically restricted in size by City ordinance. Pros- When garage additions (detached) are done well this maintains or increases surrounding home values, when poorly designed these may be unsightly or displeasing to adjacent neighbors. Shenandoah, Coventry neighborhoods went through similar growing pains.

**Action Item:** MA and CVB will look into covenants - written language around Guidelines by other HOA's for detached garages. SE will research impacts to home values and will update the existing proposal with new information.

4. **ACC requests outstanding** Report: -3545 S Elkhart asked for an extension related to blue prints and the other known applicant at 14801 E Jefferson awaiting approval of pull-out. These are the only known outstanding ACC requests.

Process - applications went to an ACC email thought to have been monitored by Secretary Pilkinton in the 2021 year. Currently Tim had no knowledge of other outstanding applications. Frank Pilkinton has requested to meet with the new ACC committee.

Discussion - Recommended: All board members will appear on a violations letter. Requested -Shared workspace - all responsible will have access to see files - all will be responsible for documenting violations.

Historically - Inspections occurred in the past with the streets divided amongst board members, each taking certain streets. Cons - different standards applied to different neighbors, based on the perspective of particular board members.

One recommendation: Google Work Space - cost could be \$100 or more per year. Google has the capability to store Excel worksheets. It will require licenses for products.

JZ Motion to approve - All board members will be active members of the Architectural Control Committee. Each board member's name will appear on a violation letter. We will work via a Shared workspace - all responsible will have access to see files - document violations. Second SS. Approved 6-0

**Action Item:** SS will explore best applications for a shared work space for ACC committee work and communicate with previous webmaster Lynn Miller and report back at our next meeting.

5. **Home Owner complaint** A homeowner has come forward with a request to remove a Board member due to an interaction perceived as inappropriate. This request for action occurred at the Dec Annual 2021 HOA meeting. It is noted this must be done by Special Meeting.


**Action item:** This will be further explored by JZ

## New Business

1. **Collection of Homeowners dues** - via portal or other electronic means. Discussion - the allowance of online payment by some means for homeowner convenience. The use of SquareSpace-(Our current Web site) to collect fees would incur a 3% transaction fee unless an upgrade is instituted, upgrade with an associated increase of fees from \$216 to \$ 312 annually. The payment processor Stripe would have a per transaction fee of 2.9% +.30 totalling \$6.10 This could be absorbed by a general change in fee. A motion was entertained to modify the Squarespace website to accept payment with homeowner fees being modified slightly to cover expenses. A TIN and correct mailing address are required to move forward. Motion brought, seconded. Motion carried 7-0. RS -Point of Order Fees can not be the burden of all Homeowners for the convenience of some. Consult Attorney for clarification. Motion is struck. Motion modified to upgrade the website to allow this convenience with any fees incurred being the responsibility of each homeowner. Language will be added in the annual Dues letter to include an on-line payment option. Seconded. Approved 7-0

Further discussion - We understand dues assessment was previously handled by a bookkeeper and the process is being pursued late. Judi may have a template for the Dues letter. We have flexibility to offer up to 30 days to pay Association dues before late fees are assessed.

**Action Items:** SE will search for a soft copy of the HOA Dues letter as a template. CC will take the lead on getting the letter out to homeowners. SS will explore website upgrade, the use of Stripe, Stripe+, Paypal, Zelle.

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2. **Code of Conduct** - Discussion what are our guiding principles as Board members? Do we have a current Code of conduct, or Code of Ethics? Will we need to build one?

**Action item:** JZ will explore and report back.

## Open Forum

Discussion regarding adopting Google workspace - costs estimated to be \$75.46 annually, includes calendar, email, documents, storage, video-conferencing.

Marni has extensive work knowledge of this product and would volunteer to Mentor our transition to this space if adopted.

GM -Fee to Square space would be \$6.10- minutes were corrected to reflect.

MA noted she has an ACC request she will email JZ.

**Action item:** Sherry will explore and report back.

No further new or old business

Motion to adjourn- JZ, Seconded.