
Meadow Hills Estates HOA

Board of Directors Meeting Agenda and Minutes

Tuesday, January 10th, 2023

6:00 PM- 7:30 PM

Agenda

- I. Call to Order Jake Zambrano 2022 President
 - II. Roll Call
 - III. Review and Approval of Minutes
 - IV. Homeowners' Open Forum
 - V. Election of Officers
 - VI. President's Report-
 - VII. Vice President's Report-
 - VIII. Treasurer's Report-
 - IX. Secretary's Report-
 - X. Reports by Committee:
 - a) ACC- Stacey (Chair) to summarize ACC standings at year's end
 - b) Communication Comm. Bylaws Committee Claudia to summarize
 - XI. Unfinished Business:
 - a) Follow-up vote on detached garages
 - b) Brick sign at the second entrance to MHE on Elkhart.
 - c) LPRC cameras or other safety measures
 - XII. New Business
 - XIII. Homeowners Open forum
 - XIV. Next Meeting date and time
 - XIV. Call to Adjourn
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Meadow Hills Estates HOA

1.10.23 Board of Directors Meeting Minutes

Roll Call Board Members in attendance

Jake Zambrano President present via Google Meets* (GM)	Bobby Schiff Member at Large present via GM	Lynn Miller Resident present via GM
Stacey Elswick Vice- President present via GM	Judi Warkentin Director Elect Present via GM	Margie Webb Resident present via GM
Claudia Van Buren Sec/Treas present via GM	Tom Miller Director Elect present via GM til 7:00 pm	
Tim Parkhurst Member at Large present via GM		

Call to Order Jake Zambrano 6:02 pm

Roll Call / A Quorum is established.

Motion to Approve Minutes of the November 2022 meeting SE-motion approved.

Home Owner's forum

The Floor was opened for Homeowner's comments. Lynn Miller -Resident presented a proposal for paid Web Master services to update and maintain the website. Margie Webb notes they had previously maintained the website and had a system for doing it, that worked well. SE and JZ note they did not receive the proposal sent earlier by email. JZ: There was a previous extensive discussion regarding paying a homeowner- not just in regards to a webmaster, but related to other roles. When Sherry left, we struggled to maintain all of the identified tasks that were present. CVB There was a steep learning curve to become proficient in all of the pieces that make up our website. Mail Chimp, Community Box, Square Space, and the establishment of tutorial sources did not occur until late in the 2022 year, partly because of other demands such as the establishment of a bookkeeper, and creating the Registered Agent role assignment. Completion of delinquent 2021 end-of-year P & L statements, the 2022 budget, and 1st and 2nd quarter P & L statements post-resignation of the Treasurer, since then the learning necessary for the upkeep of the website is underway. CVB My recommendation would be to maintain the role of Web Master outside the residential community based on a fee-for-service relationship not dependent on the status of residents who may move in or out of our neighborhood.

SE provided the visual proposal presented by Lynn via Google Meets screen for all to view. We have established a board policy regarding the use of residents as contractors. I recommend based on time factors, we delay any vote on the proposal until officers are elected for the new board of 2023.

After which we can identify any gaps and then bring this back as a potential motion.

JZ In 2022, the board discussed extensively the adoption of a policy prohibiting paying homeowners and/or board members, and/or their spouses to provide services to our community.

It's just healthy practice to have separation from the community for bookkeeping, legal, technology and consulting. As a board in 2022, based on some of the personality issues experienced, we felt that for congruency it was better to walk away from (this idea.) If there is a need and then all of these operations can be on the table, in 2022 we agreed to none. JW: We have a need, we need to have the financials posted, and we have had difficulty getting the minutes up. We can review it and go from there.

SE It's a great proposal, I recommend that the issue be tabled to establish Officers for the 2023 year. Directors elect were poled. JZ SE JW RS TP CVB voted in agreement to postpone action on this proposal.

JW We need to look at who is capable of doing the website, and maintaining it.

Lynn Miller noted the website was designed in 2020, and then it was offered that any board member would be trained on how to use it. She apologized for the unsolicited proposal. As she understood it no board member could be paid, but neither she (nor Margie Webb) is on the board. They are both vested in it. She donated the design to the neighborhood. Reminder- the Square Space contract is up in March and if the Web Master chosen is unfamiliar with Square Space that would be a good time to transition away (from Square Space.) That would be the ideal time to have a website redesign, she (Lynn) does not want the work that she has done to be monetized by someone else.

JZ: The topic is germane and timely, we just need to have the discussion, come to closure and agree on the way forward. I appreciate that Margie and Lynn have spent a great deal of time on this and have noted the flaws from 2022. It's a priority for everyone on the call that we rectify these and move forward. Discussion closed.

Officer nominations, Election of Officers

JZ: We will create nominations, in this order Secretary, Treasurer, Vice President, and President.

I open the floor to any elected board member as to their interest in any one of the four officer positions.

Stacey Elswick discussed nominating Jake Zambrano for Board President.

Judi Warkentin discussed her interest in the position of Treasurer.

Stacey Elswick discussed interest in the position of Vice President

Tom Miller deferred interest in any officer position at this time.



Bobby Schiff -declined interest in an officer position.

Tim Parkhurst declined interest in an officer position.

Discussion: CVB asked that we review the labor-intensive aspects of each role and the timing of these activities, as they often culminate around the Thanksgiving and Christmas holidays. The Annual meeting scheduled in December is a disadvantage to the staff of the golf course to host meetings and to any of those on the board who are seeking time with their families.

Mailer campaigns crescendo at those times and no other board members participate in mailing campaign activities.

Floor was opened to nominations for the position of Treasurer, by Jake Zambrano.

Stacey Elswick nominated Judi Warkentin for the position of Treasurer. Seconded by Claudia Van Buren. No Discussion. The vote carries 7-0 in favor.

Judi Warkentin who was elected to a three-year term at the 2022 Annual meeting is hereby elected Treasurer for the 2023 year.

Floor was opened to nominations for the position of Secretary, by Jake Zambrano.

Stacey Elswick nominated Claudia Van Buren and Tim Parkhurst seconded. No discussion. The vote all Aye (7-0) No Nays.

Claudia Van Buren who is serving the final year (2023) of a two-year term is elected Secretary for the 2023 year.

The floor was opened to nominations for the position of Vice President, by Jake Zambrano.


Claudia Van Buren nominated Stacey Elswick. Seconded by Jake Zambrano. The vote carried 7-0 no opposition.

Stacey Elswick who was elected to fill a three-year term at the 2022 Annual meeting is elected to the position of Vice President for the 2023 year.

The floor was opened to nominations for the position of Board President, by Jake Zambrano.

Stacey Elswick nominated Jake Zambrano for the position of Board President. Tim Parkhurst seconded.

Discussion: I appreciate that you all have trusted me to lead this group. It has been an interesting assignment. I'm excited to have one year under my belt. I look forward to moving the ball forward and along with the new members elected, Judi and Tom I am genuinely excited. I think we have a



good team, we have a full team, something we did not enjoy in 2022. And I am optimistic that everybody is here for the right reasons, that we can do well by our community. Discussion closed. Vote 7-0 All in favor. No Nays.

Jake Zambrano with two remaining years (2023, 2024) on his term is elected President of the Board of Directors of Meadow Hills Estates HOA for the 2023 year.

Side note: Bobby Schiff (elected 2021 for a three-year term 22-24) will serve as Member at large for the 2023 year. Tim Parkhurst (elected in 2020 for a three-year term ending 12/2023) will serve as Member at Large for 2023.

Officers' Reports -Jake Zambrano

Discussion: JZ -What I would like for us to complete is a Director's sign-out and recruitment for the three sub-committees that we agreed to at the Annual meeting. While all of us take responsibility for recruiting our neighbors and getting them to become active, as they were in the Annual Meeting;

I ask that each committee be led by one of the 7 Directors from a recruitment and organizational standpoint, not to say that you have to chair it, but just get it off the ground. The 7 of us should help do that. The committees are The ByLaws Update Committee, the Neighborhood Safety committee,

The ByLaws committee will streamline the process for ACC enforcement, and notification.

Neighborhood safety will work on the LPRC issue, but is not exclusive to that.

ACC sub-committee would complete a search for a ACC enforcement monitor and become a subsidiary of the By-Laws Update committee because it would include CC & R updates.

Neighborhood Safety committee would include researching LPRC, Neighborhood Watch Captain.

Communications committee would work to keep the website updated.

Vice President's Report Stacey Elswick

Nothing to report.

ACC- No response to the four letters that were sent. And no communication that any of the issues have been addressed. No drive-by confirmations have been completed due to the weather.

Residences on Dawson by the Tennis courts and the corner of Eagle were notified of violations. One of the renters of the Eagle property posted on NextDoor that they were moving.

Treasurer's Report/Communications/Secretary Report Claudia Van Buren

Forty percent of our Annual dues for the 2023 year have been deposited. Our current checking balance is \$17,981, and our savings account balance is \$75,618.67 in savings. The proposed budget at the Annual meeting did not pass, as a result we will need to reformulate the 2023 proposed budget, review and adopt in Feb.

At the point in time, we determine our budget for the 2023 year, we will want to move funds to Savings which is an interest-bearing account. Also if we honor the 2009 decision to have a litigation reserve for lawsuits against board members then we should consider moving \$25,000 to a separate named account. Discussion: JW Another account was never created in 2009 because it came with a \$15-\$20 monthly fee. CVB If WF charges fees for a second savings account when the maintained balance is \$100,000, then we can move our business to a bank that does not charge fees. **Action Item: Claudia and Judi will explore whether a second saving account currently has fees associated with it. Claudia will arrange banking access for Judi.**

A letter received addressed to Members of the Board from relatively new homeowners (6/2021) Joel and Barbara Shorey of 14700 E Jefferson Ave. was read to the board. They are concerned with the condition of some of the homes in the neighborhood and recommend that we move to a property management company for improved ACC enforcement. Their total dues for that HOA (Cherrycreekvistahoa.org) which included weekly trash service and annual large item pick-up was \$231.75, annually. They note that the homes there are in good repair, largely due to excellent property management. Several other Thank you cards were included in with Annual Dues received.

Discussion: T.M. noted that the letter sent by the homeowner is "spot on" and he has completed many expensive remodeling projects in hopes of maintaining and improving property values. He takes pride in home ownership and agrees there are a few homes that need quite a bit of repair. JW As Stacey pointed out, JW's husband worked long and hard on this issue, it is a thankless job, and hard work doing the job of the ACC. SE We had interest and support for this idea at the Annual meeting, We can set this as a roadmap for 2023. As far as research and finding someone for the job, I have no interest in it. JZ Two elements at play, Market & turnover. Ultimately there will always be a handful (of homes) that will remain in disrepair. This is not fair to those of us like Tom who have made considerable investments in our homes in this neighborhood.

Point of Order- We did not approve the Annual meeting minutes of 2021 at the Annual meeting of 2022. SE Recommended we come back to the approval after review in Feb. RS I believe they were discussed and voted on at the 2022 meeting. JW These were discussed but not approved. CVB: The meeting was not recorded so it is not captured in the notes. JZ By way of our by-laws the only meeting we are required to have is the Annual meeting, we can approve the 2021 meeting minutes,

right now or as a board at anytime and the larger group residents does not have authority to approve minutes, it is actually only Directors that can vote on Minutes approval, not resident members at large. Item tabled til the Feb meeting.

New Business

ACC - Discussion regarding the standing committee and who might fill the position, Tom may have interest. JZ will speak with Tom to determine any interest. Sub committee to explore ACC enforcement management opportunities.

Discussion: Communications Committee structure and mission will be driven by the proposal from Lynn and Margie to be discussed at the Feb meeting. CVB If the webmaster is responsible for posting minutes and financials and getting Community box updated, then I don't believe a communications committee is necessary. JZ I envision process such as minutes or financials get sent to the webmaster via email and they upload to the website. Then if communication needs to go out to the community then the secretary can upload it to Mailchimp. I think thats a good function for the Secretary. SE As far as structure reporting or a structure we are managing a webmaster could fall under Communications we are sending out over the year, A. Dumpster notification, B. Perhaps a Social that we might want to do over the course of the year. JZ I think communication should come from Claudia, its just a little more personal.

CVB: I would be willing to do notifications through MailChimp. I do not want to manage the whole website. Over the course of this next year I would like for us to review the work of each position and discuss how to distribute the workload more fairly. Hopefully this would include assigning research and committee work to Members at Large. In reviewing the structure of Communications tying the Neighborhood watch position back to Communications or to Neighborhood safety committee either of those could coordinate well, and maybe for the right person they could even serve as the chair. The current Neighborhood watch Coordinator has expressed the desire to step back from this work when she can be replaced and we need to honor her request. JZ: What does the Neighborhood Watch coordinator job entail? Is it that she checks in with our PAR officer quarterly? Do we need a social media coordinator, who can run our Face book page, & post neighborhood safety information in real time on NextDoor? The ways in which we communicate has progressed. So perhaps a static email is not best way to approach our communications. CVB It is important to note that our FB page only reaches about 20% of our residents. The reach for the email by the Neighborhood Watch Coordinator is about 30 people. Nextdoor the social media app is very popular, very active.

SE: It is important to note the the FB page is owned by an individual and not by our MHE HOA. An individual who is not on the board. I would be interested in seeing if Karen Le'Heaurex would be interested in filling that role for the neighborhood Safety committee. JW: The facebook page was originally owned by Lynn and then went to Karen and Nora, And now its thought it resides strictly with Karen.

- TP: It is important to discuss issues of security under the title of Safety due to the issues of liability when using that term. Neighborhood security is renamed to Neighborhood safety.

SE and JZ note they are willing to fill spots on the ACC committee if Tom is willing to chair.

Bill Warkentin would like to speak the issues of the building of the Eastern Marquee, this issue is tabled until the next board meeting due to time constraints.

Discussion about acquiring a google email address for access to the Google work space was discussed. Tom Miller and Judi Warkentin do not want a meadowhillsestates.com email address assigned to them.

Action Item: Claudia will prepare a letter for the community regarding the call for volunteers for CCR management outsourcing committee 3-5 members, 2-3 ACC members, Neighborhood safety committee and Communications committee. . Jake will review and approve for publishing. Claudia will pursue GWS access for Tom and Judi and have them added to the hoa@meadowhillsestates.com address.

SE Motion to adjourn entertained at 7:33pm, Seconded by Judi Warkentin.

Meeting adjourned at 7:37 pm