

Fairway Four Townhomes H.O.A. Board Meeting

Meeting minutes for March 27, 2018

1. Call to order, Roll Call & Notice of Meeting:

Michelle Sherry called the meeting to order at 6:00pm.

Roll Call: Michelle Sherry Unit 15, David Schillaci Unit 22, Larry Forsythe Unit 21, Tuck Gillett Unit 10, Carson Taylor Unit 17, and Patrick Berry Unit 19.

2. Approval of Last Meeting Minutes:

None presented

3. Election: Board Positions:

Michelle Sherry opened the floor to interested parties for Treasurer, Vice President, Secretary, President and at Large.

There was discussion for each position, all were in favor of the following nominations:

President- Patrick Berry; Vice President- Michelle Sherry; Treasurer-Carson Taylor; Secretary-Larry Forsythe; At Large- Tuck Gillett.

4. UPDATE/FOLLOW UP:

1. Annual Meeting: Update on actions proposed/taken: Easement letter sent, gravel, new renter-owners welcome notices, etc.

Letter was sent to the Town of Mountain Village as to the HOA's status on the easement. NorthStar's HOA board would like to meet with the Fairway Fours HOA Board to discuss options, the Board was open to this.

2. Dogs: Do we have list, billing updated, etc., Also: Set date to discuss dog policy/board enforcement.

Treasurer to do a 'dog audit' to determine which units have dogs and who is in compliance with rules.

Welcome letter to new tenants/owners would need to highlight the rules/regulations of HOA.

Dog bag receptacle would help eliminate dog waste in golf course.

3. Garbage: Notices, structure, recycling, light on handle.

Patrick Berry stated that the 'Green Team' met and approved the rebate program for composting, it will go to Town council at the next meeting and if approved a \$25,000 grant will be sought to restructure the building towards this effort. Research will be done for location ideas and composting requirements, ect.

4. Maintenance: Master list-survey monkey survey?

Survey may not be best way to reach all owners, may send email or make an agenda item at annual meeting to discuss issues.

5. Parking.

Vehicles are violating parking regulations, especially when it snows. The rules need to be more direct instead of passive regarding the towing of vehicles in violation. After a vehicle is tagged it will be towed after 3 days.

5. BOARD RESPONSIBILITIES & COMPENSATION DISCUSSION:

Michelle Sherry asked about the signers for tax purposes as well as bank related duties- Patrick Berry made a motion that the President and Treasurer would sign on behalf of the HOA for banking purposes
Michelle Sherry seconded the motion, all were in favor motion passed unanimously.

1. Discussion of creating specific responsibilities for board positions,

Ex: creation of "maintenance oversight position", etc

Board responsibilities were discussed at length and a draft of duties for each position is as follows:

President: Vote and communicate on a timely basis, communicate to owners, direct meetings, schedule meetings and locations, sign and approve invoices with treasurer, communicate with realtors.

Vice President: Vote and communicate on a timely basis, back up to run meetings in absence of the President, administration

Treasurer: Vote and communicate on a timely basis, handle owner disputes, coordinate with legal, HOA management, annual budget, financial planning, sign and approve invoices with president, monitor financials, dog audit.

Secretary: Vote and communicate on a timely basis, facilitate owner communication, manage website, maintain owner contact list, welcome letters to new owners/renters.

At Large: Facilitate and communicate maintenance issues, Parking, trash, recycling issues, dog waste receptacle, communicate violations of HOA rules, coordinate social, community events such as block party or BBQ, other duties as assigned.

2. Discussion of consideration for compensation for board positions.

Bylaws state that owners are to vote on compensation of Board members, this being said, a tiered reduction in dues will be presented at the next meeting for owners to approve.

6. MAINTENANCE/IMPROVMENTS:

1. Fire Alarm & Suppression Systems status on bids/project.

None presented

2. Suggestion on next most important projects or prioritize projects.

Fire Alarm & suppression systems are a #1 priority.

3. Discussion on summer maintenance needs.

Irrigation is a priority for summer, as well as striping of the driveway. Bids will need to be sought for stucco, flashing, a paint touch up.

7. FINANCIALS/HOA BYLAWS

1. Review YTD and outstanding- None presented

2. Discussion and possible vote on amending budget to increase reserves to cover 10% of dues. Also-wording on reserves in budget and billing-
suggestion: Line item: Monthly reserve assessment.

All present were in favor of changing the wording on reserve in budget and billing to read 'Monthly reserve assessment'.

Patrick Berry made a motion to decrease the operating budget by 1% and increase the reserve amount by 1%, all were in favor, motion passed unanimously.

3. Discussion on possible ByLaw changes: Short term rentals on free market units.

There was discussion regarding the short-term rentals on free market units, (short term defined as 30 days) however discussion of nightly rentals were discussed as well, rentals should follow same rules as owners. The Board discourages these types of rentals from a community stand point recognizing that there is no legal recourse against it.

8. New & Other Business:

Next Board meeting was set for May 8th at 6pm

9. **Adjournment:** Carson Taylor motioned to adjourn the meeting, Patrick Berry seconded the motion, all were in favor, meeting adjourned at 8:20pm