

HOA meeting minutes – July 22, 2020, 7 p.m. (via Zoom)

Present: Evan, Shaman (presiding), David, Rebecca, Sharon.

Financial Update – Rebecca

Account balance stands at: \$[REDACTED]. There are still 43 homes who have not paid 2020 dues; sum of unpaid dues = \$[REDACTED]. The 1120H form was sent 1½ weeks ago (before deadline). It was noted that we now have new checks.

Flash drives and resource binders – Shaman

Has acquired and updated flash drives with requisite files for all officers (/potential trustees). Binders with multiple sections of important information and documentation will be compiled and shared for each member – when we are back together in person.

Landscaping – Evan

Confirmed that Hickman will only mow this year at the entryway of Rome Hilliard/Nike Drive; no other services unless we request them. A billing statement for the mowing will be presented at the end of the season. It was suggested that next year we seek to tailor additional landscaping plans with them to best meet our needs.

Trustee candidates update - Shaman

Five trustee candidates were announced in June—Shaman, David, Rebecca, Brian Bogue and Liz Skerl; but Liz has withdrawn her name, and Shelley and Martha have agreed to run.

HOA Legal Business: Election/terms of trustees – Shaman

Is working with Jeffrey Dittmer on the requirements of the process, how voting needs to occur etc. Shaman gave a brief overview of the steps that are anticipated:

- A letter about trustee candidates and the election process will be sent to each resident (US Mail)
- There will be a meeting planned in a public venue (probably one of the courts in the neighborhood) for the voting process to occur
- The letter will include the time/date/location of the meeting – with at least 21 days' notice; the five names of candidates will be listed, plus a “blank space” for alternate self-nominations of other residents
- A proxy letter with pre-addressed envelope will be included in the mailing so that people can vote and send it in rather than attending the meeting
- Evan has the current Excel of Coventry residents and will generate mailing labels for all addresses
- For the meeting of election:

- We will need a few persons (not running for trustee) to count the ballots
- One person will take minutes for the meeting
- All persons will be asked to sign-in so that attendance is recorded
- It is expected that all trustee candidates will attend
- All hardcopy ballots and proxy letters will be preserved

The group decided to target Sunday, Sept. 13 as the meeting date (time TBD)

Meeting location will be one of the courts, with residents invited to bring chairs and sit socially-distantly. David will consider options and reach out to residents to ensure they are aware of/comfortable with the meeting being held there.

An HOA board meeting will be held on August 17 to stuff the envelopes for Sept. 13. (Likely at Donato's community room)

There was also some discussion of specifics regarding the trustee positions:

- terms of trustees will be staggered so that various members transition off in different years
- trustees will elect officers (officers can include non-trustees who are willing to serve, as well as trustees)
- board of trustees will proceed to work on legal HOA documents and practices, for example considering the concept of a "design review board" for residents' requests for variance from existing deed restrictions

'Food Truck Rally' on June 27 – Shaman

Was a big success; lots of people came out, and the trucks were happy with sales at the event. Lots of friends and families came out; no issues with any of the surrounding neighbors on Clacton and Jarrow Courts. We would like to have another event next year, maybe with more/different trucks.

The board is interested in a possible Autumn community-building activity.

Miscellaneous:

PO Box keys: Evan has 2 keys; Shaman will pick them up, suggested that Rebecca and David each have one.

Discussion of making inventory of HOA possessions – should be done when we can get together and do so safely; Chad still has the HOA tent (but agreed to bring it back to Evan); not sure of current location of garage sale signs; 3 signboards currently stored at David's. We may revisit idea of a storage unit.

David has posted the June 1 HOA minutes on the website, and made other modest updates on the site.

- Minutes compiled by David Connolly