

Hilliard-Rome Road Civic Association [Coventry HOA], Columbus, Ohio
Trustee Meeting
November 9, 2020

Minutes of the Trustee Meeting of the **Hilliard-Rome Road Civic Association** held via Zoom on Monday,
November 9, 2020 at 7 p.m.

I. CALL TO ORDER

Trustee Shaman called the meeting to order at 7 p.m. This meeting constitutes the first official meeting of the Trustees of the Coventry HOA (aka Hilliard-Rome Road Civic Association).

II. ROLL CALL OF Trustees

Roll call of trustees (by David):

Present: (*Shaman Sharma, Rebecca Smith, Brian Bogue, Martha Hunley, Shelley Schalip*)

Absent: (*none*)

Also Present: (*David Connolly (secretary)*)

III. APPROVAL OF THE MINUTES OF THE REGULAR MEETING

David had submitted to Shaman the minutes from the Oct. 11 community meeting held on Jarrow Court which included results of the balloting/vote for five trustees.

IV. FINANCIAL REPORT

Rebecca gave the report as follows:

- A. Total assets as of 11/9/20: Account balance of \$ [REDACTED] (Rebecca to provide breakdown by Operating/Reserves/Delinquencies.)
- B. Operating \$
- C. Reserves \$
- D. Delinquencies (\$)

V. PRESIDENTS REPORT

Shaman had assembled and distributed Trustee notebooks (in three-ring binders) organized by categories of: *HOA Documents, Financials, Bills, Events, Residents*. He also provided to each a flashdrive containing a collection of HOA-related documents.

Trustees are asked to maintain, use, add to (as appropriate) these sets of resources.

David as secretary also received a binder.

VI. UNFINISHED BUSINESS

None.

VII. NEW BUSINESS

- Shaman reviewed the contents of the binders in detail, assembled with the advice of attorney Jeff Dittmer
- After discussion and on proper motion, the following officers were named unanimously
 - o President: Trustee Shaman
 - o Vice President: Trustee Brian
 - o Treasurer: Trustee Rebecca
 - o Secretary: David
 - o Martha & Shelley to serve as "at large" trustees.

- After discussion and on proper motion, Jeff Dittmer’s law firm was named as legal representative for the HOA (unanimous). Trustees to sign a letter to Dittmer et al. in affirmation of this agreement.
- ‘Lien / fine policy / collection procedures’ proposed by Dittmer et al. outline practices and procedures including steps for violations, corrective actions, etc. It was moved and approved unanimously to table discussion of this document until next meeting.
- Brian observed that he was unaware of current HOA policies; not sure how well/widely understood they are. We also observed that amended HOA policies/restrictions etc. will need to be voted on by 2/3rds of residents. We will need to have clarity and transparency with this.
- Back-up contact for the law firm (if Shaman not available) will be Brian.
- HOA Code of Ethics: All of us will need to agree to and sign by end of next week; Martha volunteered to coordinate distribution/collection of signatures on this e-document.
- Template of HOA by-laws: Shaman provided a sample document for our review; we should have by-laws, and do not have them at this time. We will target 1Q 2021 for drafting and establishing our bylaws for operation of the HOA – by proper motion, subcommittee of Martha, Brian and David will take on drafting of by-laws.
- Landscaping: Shaman has been researching options for next year; he will reach out and solicit bids from 5-6 companies. He will check with Sharon Sunseri to see if she wishes to continue as landscaping chairperson. There has been concern expressed by a long-term resident about the state of the Rome-Hilliard entryway.
- HOA email addresses: Shaman has set up email addresses under the format of trustee @coventryonline.com; and messages addressed to the collective officers@... will go to the whole board.
- Facebook group: We were encouraged to sign up for the “Coventry HOA” facebook group, if we haven’t already done so, as a good forum for active engagement with residents.

VIII. NEXT MEETING DATE

The next monthly Board meeting is scheduled for Tuesday, Dec. 1, 6:30 p.m. by Zoom. Shaman will also announce on the Facebook group.

The board meeting adjourned.

These minutes were approved by the Trustees.

_____ (David Connolly)
Secretary

21 Nov, 2020
Date