

## HOA Meeting Minutes – Monday, April 6, 2020 – 7 p.m. (held via Zoom)

Present – Shelley; Martha; Brandan; David; Chad. Absent: Shaman, Evan, Sharon

1. Status of annual HOA dues collection
  - a. Amount collected to date? 74 payments received – 118 still outstanding
  - b. Resolving HOA dues payment issues
    - i. **Brandan** will ask **Evan** to re-send to approx. 10 non-Coventry addresses on file for Coventry homeowners [Addendum: Evan resent or corrected 15-20 dues statements over past 2 weeks; some were return-to-sender for incorrect information. – 4/15/20]
    - ii. **David** will review the small number of recent (YTD) e-mail messages from persons reporting problems with their information (“no longer live here” etc.)
    - iii. Confirmed that we won’t aim to collect in cases of one isolated “missed” payment year in last 3 years’ records. Brandan reviewed names and reported that 22 of 44 Overdue accounts involve only one missed year, which past payment we will waive if this year’s payment is received in a timely manner.
  - c. **David** will clean and deliver 3 signboards to **Shelley**; she will develop message reminding about upcoming dues deadline of April 30 (signs to be placed by mid-April) along with website, Facebook, nextdoor.com info.
  - d. **David** will post reminders on Facebook and nextdoor.com (next few weeks) about dues deadlines.
2. Status of law firm/work on bylaws for \$1500 – no action recently; **Brandan** will touch base with the paralegal, Lisa Williams; but with his upcoming departure, it was suggested that **Shaman** might take the lead on this task for us, to contact the law firm and get them working on the by-laws and any other urgent business – no need for further delay.
3. Financials:
  - a. Balance on bank account - \$ [REDACTED] (as of April 2)
  - b. Last month it was suggested that David could serve as second person to have access to HOA account (Per suggestion of Brandan: **David** will check with Jason B. who has the “2<sup>nd</sup>” bank card for the account)
  - c. Liability insurance for Coventry HOA? The idea came up, and **Martha** volunteered to reach out to a contact at Frazier Insurance
4. Upcoming HOA officer needs/vacancies (topic identified by Shaman) –
  - a. Who / when leaving?

- i. Brandan – has sold house in Coventry, to move around mid-June; May likely to be his last meeting but willing to assist in transition to new financial person
    - ii. Chad – for family reasons will need to leave the board by mid-summer.
  - b. Discussed how to recruit new officers – ideas...
    - i. **Shelley** will put words on the signboards, “New HOA Officers needed” [completed, 3 signboards out as of 4/14/20]
    - ii. **David** will post on the Facebook group (will preview proposed wording with board – next few weeks), possibly nextdoor.com – along with dues reminder.
  - c. Question from David: Are there any job descriptions for our HOA offices? (If none – we might develop)
- 5. Upcoming events and activities (in light of the coronavirus pandemic!)
  - a. Postpone **Jason’s** garden/landscaping workshop – maybe he would do an Autumn “winter prep” type meeting?
  - b. **David** suggested no (hardcopy) newsletter for now – sending paper costs money and is problematic with coronavirus. Can evaluate whether there is need/practicality of this later in the year.
    - i. Engage more on Facebook page (our website doesn’t facilitate easy social interaction) – **David** will take lead on this. Wondered about opportunities for enhanced neighbor-to-neighbor contact and assistance? (e.g., facilitate awareness of assistance for example with concrete problems, calling 311 etc.)
  - c. Revisited idea of Coventry sign to be developed/placed at Spindler Road/Saucony – pended for future discussion
- 6. Storage unit
  - a. **Shelley** had researched options before the pandemic, asked for **Evan’s** input [Evan reported back 4/15/20: “checked with the storage place on Nike, they charge an extra \$17 per month on top of the monthly fee for insurance since the HOA does not have insurance; same with the other location next to our neighborhood. Work-around would be that the unit will be in a homeowner’s name, I am on the waitlist for the storage place next to us. I will not go back to the place on Nike, they are a franchise and the owner was a jerk about the whole insurance thing.]
  - b. We have a general sense that the pattern is “first 6 months” may be cheap but then they tend to raise rates significantly, so a longer-term locked-in rental agreement would be optimal.
- 7. Other HOA activities

- a. 2020 landscaping: **Shelley** will verify with **Evan** that Hickman Landscaping will be hired for our entryway maintenance this year. (If not – we should.) [From Evan 4/15/20: “will reach out to Hickman about getting started on the front mowing. What are we doing with the plant beds? Spring cleanup and mulch?”]

Meeting ended approx. 8 p.m. *Next meeting* planned for Monday, May 4, 7 p.m. [dec 4/16/20]