

## HOA Meeting Minutes – Monday, Feb. 10, 2020 – 7 p.m. (Scroll down for March 2)

Present – Shelley; Martha; all officers except Chad

1. Reviewed minutes from last meeting (Jan. 7, 2020)
2. Upcoming events and activities:

Jason B. is willing to do a gardening/landscaping presentation as an HOA event in spring; hoping for review of most important topics for homeowners to be aware of; time for Q&A. Date and details TBD; likely best day = Wednesday; possible locations – Donato's or McAlister's (restaurant near Meijer).

3. Financials:

Brandan will be moving out of neighborhood and we will need to seek a new treasurer; May 2020 meeting likely to be his last meeting. Will add David C. (HOA secretary) to access bank account.

Current account balance approx. \$██████.

Discussed 2020 invoicing for HOA dues:

- Will need 195 stamps / labels / envelopes; suggested getting a hand stamp to designate "Invoice"
- General agreement with Brandan's suggestions about collection of overdue accounts: likely won't aim to collect in cases of one isolated "missed" payment year in last 3 years records. We should review and consider names of chronic missed payments including existing liens.
- Brandan will send delinquents list, asking us to review and recommend which to "excuse" versus which to bill for delinquent fees.
- We can put up signboards notifying about DOA dues mailings including deadlines
- Hoping to get invoices out around end of February (3/2/20 meeting – stuff envelopes?)
- (suggested "due by April 30, delinquent if received after May 31")

4. Miscellaneous:

Considered next steps on storage facility for HOA materials, especially signboards and paper files/archives; suggestion of keeping paper "up to 10 years old"; Shelley will research storage rental options.

Shaman's 2020 HOA dues will be waived in lieu of \$25 reimbursement for certificates for Holiday Lights Contest certificates; Brandan will update spreadsheet accordingly.

Discussed possible 2021 goals of: (1) Raising HOA dues to \$50 (with approval of 2/3rds majority of households); (2) completion of new by-laws; (3) try to get "Coventry" signs on Saucony and Spindler.

## HOA Meeting Minutes, Monday, March 2 – 7 p.m.

Present: All officers, Martha (Shelley absent)

- Review of minutes from February 10
- Remainder of time devoted to folding, addressing, and stamping HOA dues statements to all homes in the Coventry. To be mailed Tuesday, March 3.