# Tartan Pines HOA Board

## Meeting Minutes

24 January 2023

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| Present: | Judy Poss, Randy Godfrey, Phil Hqrrod, Lynn Bowman, Lisa Deveau, Chris Carlisle  |
| Next meeting: | **Date:** 21 February 2023 **Time:** 5:30pm **Location:** Prestige Boardroom |

Meeting called to order by Judy at 5:30pm

1. Announcements
* Accept minutes from 28 Dec 2022 – 1st Chris, 2nd Phil
* Treasurer report – Lynn Bowman
* Location of meetings
* Architectural Review
* Committees
* Website/miscellaneous
1. Discussion
* Treasurer report was given by Lynn Bowman. All information needs to be prepared to turn over to Phil. 10k-15k is put into the money market account, but security has taken up some funds. Phil recommends ¼ operating expense to be transferred to money market. There are instructions in the bylaws for how leftover money should be spent. A complete report needs to wait for the final dues report. The question was asked if anyone is in arrears. We have two properties in arrears at least one year. Two properties have liens. Discussion ensued regarding the process of placing a lien and late payments. Properties that are late in paying HOA fees are assessed late fees, but not interest. Motion to accept treasurer report: 1st Chris, 2nd Randy. Further discussion warranted to examine whether we need a forensic audit once a year. We need a combined balance sheet that reflects all accounts: operating, mmkt, and reserve. Motion amended to accept the report, but at next meeting we should have a combined balance sheet that reflect all accounts. Amended motion: Chris 1st, Lisa 2nd. Unanimous.
* The Hillcrest Baptist Church has the old fellowship hall. We just need to tell them how many chairs we need. The question of cost came up. In the past we have given a “donation.” We no longer use City Hall due to conflicts of interest. Where is the money to make this donation? Do we have the discretion to spend that money? Falls under “other administrative fees,” and should be paid from the operating budget. Motion to have member HOA meetings at Hillcrest Baptist – 1st Randy, 2nd Chris.
* Review of requests for permission to build:
	+ 167 Rosemount- Fence 1st Phil, 2nd Chris
	+ 149 Rosemount – Fence- 1st Randy, 2nd Lisa
	+ 418 Tartan Way – closet addition 1st Chris, 2nd Lisa
* Homeowners must contact the board via email or in writing to request building permission. The board must respond within 30 days to any request. The issue was brought up that there have been buildings completed without permission or request, especially in the last 12 months. This board decided it would be futile to try to figure out who neglected to obtain permission from the board over the course of a few years, and to begin from this point forward (November 1, 2022) to recognize any buildings that have not requested permission before building.
* Committees- it was decided to have one board member on each committee.
	+ CCR- CCR committee has completed their review and will send recommendations via email.
	+ Landscaping – what is the point of the landscaping committee if Lakewood already has a set schedule and process? Discuss and pinpoint committee objectives once a committee is in place.
	+ Decorating – table
	+ Discussion ensued regarding the possibility of having a parliamentary member. The board decided this would be a good idea. Discuss options. Could the CCR committee be utilized as a parliamentary member?
* Security – trucks have been broken into, other houses have had issues with trespassing and possible break ins. Can the board decide to spend money for security? We have to tell the police what we want/need. EPD cost is $125 per night. CCRs state the HOA will not pay to protect. However, we have issues that need attention. It was brought to the attention of the board that the CCR committee made an amendment recommendation in regards to security. Table security discussion until we have a better idea of what is happening with the CCRs. Motion to table- 1st Randy, 2nd Chris
* Discussion for the website: the webpage is not user friendly; outdated. The contract with the management company states they are responsible for updating the information on the website. However, the website is bogged down, and we need an upgrade. We need a new server. Chris will work with Kim to bring in a new hosting service and have options available at the next meeting.
* Contracts – All contracts should be made available upon request to any homeowner, i.e., management company contract, landscaping contract, etc. Review contract for management company and any questions will be visited at the next meeting.
* Roads and common areas –
* Can the board request for Turnberry construction to do something other than the gravel to make it better to drive on? Possibly contact Bill Carr/Trey Andress to request.
* Painted strips at stop signs need to be repainted. Can we send a letter to the city to repaint the strips for the stop signs? Kim will draw up a letter and send it.
* Bridge aprons – what can the city do?
1. Closing
* Motion to adjourn: 1st Chris, 2nd Phil

**TPHOA Board Officers and Members:**

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