

## Board Meeting Minutes for Tuesday, December 19, 2023

Officers Present: Kasey, Tom, Jonathan

Officers Absent: Josh, Nick

Visitors: Tim, Reese

The meeting was called to order at 7:30 p.m. Chairman confirmed prior meeting minutes for 11/7/23 were approved.

First item on agenda was a discussion with the Design Review Committee on two items – 1) lots for which have exceeded the 12 month construction timeline without submitting revised construction plans; 2) how to interpret the sizing thresholds for single family residences and accessory building size in the Covenants. We have three lots in construction currently, which never received DRC approval prior to starting and have exceeded a 12-month time. This would be lots 60, 86, and 90. Discussion item concluded with decision to develop and issue notice to these lots requesting the submission or re-submission of design docs. Chairman will draft notice template for DRC to review before mailing to lots. Draft template to be provided mid-January. In regard to interpreting building size, Board and DRC agreed that the livable square footage footprint should be basis for the birds-eye view without conflicting with min/max thresholds.

The second item on the agenda was road maintenance progress. Board is aware the rough road conditions throughout the subdivision, especially in the north portion, which was not completed in the last grading in early Spring. Despite numerous attempts, we are not seeing the response or follow-up from our current road maintenance vendor. Board will/has begun to solicit bids from other recommended vendors. Both moisture and seasonal time is impacting the ability to get a grading performed. Board discussed the priority and goal to perform a grading (if possible) in early 2024, Summer 2024, and late fall 2024 grading.

Tim & Reese departed.

The third item on the agenda was the collection efforts of the 2023-2024 dues. As of date of meeting 24 lots still remain unpaid. First round of demand notices were issued 10/13 which yielded a collection of 25 lots. Board agreed that a second a final notice which will issued in early January for all remaining lots. Notice will include a draft of the Lien paperwork which will be recorded with Broadwater County if not remedied. Board reviewed template and approved language. Demand 2 notices must be issued certified mail for legal

documentation so Board will access mailing fees plus recording fees in addition to unpaid assessment. Lien filings will cost roughly \$20 per lot which includes all costs. Lots still unpaid/short paid by 2/9/23 will be filed. As part of the unpaid lot discussion, Board reviewed and approved response letter to lots 6/7 which was sparked from receipt of Demand 1.

Fourth item discussed was the update on financials. Quickbooks is not able to generate balance sheet, income statement, and expense reports which will be customized to fit our uses. Full financials will be shared during the 2024 annual meeting in addition to a prepared budget. As part of the financial conversation, as of meeting roughly \$13K in expenses has been incurred. This figure doesn't represent the pending road maintenance costs which have not been incurred yet but were planned for. A mid-year member update was discussed which will include a brief financial report and progress on collection.

Board reviewed calendars and agreed on next meeting set for January 16<sup>th</sup>. Items to be discussed include follow-ups on website updates, collection efforts, and mid-year update to community.

Meeting was adjourned at 9:15 p.m.