

MEETING MINUTES

Loma Vista Homeowners' Association Board

November 24, 2020

Attendees:

- Ryan Evans
- Laura Burdine
- Kevin Hansen
- Carly Allred
- Leland Roberts
- Charlie Sturges
- David Gibby

1. Ryan Evans convened the meeting at 7:00 pm; it was stated that a quorum was present
2. David Gibby made a presentation on proposed Board positions and associated responsibilities with the new seven (7) member board. The proposal as amended during the discussion is Attachment A.
3. Carly Allred discussed timely response to emails from Association members. There has been concern and frustration with members when response has not been provided. All members were encouraged to regularly check the email. If you read an email please mark it as unread afterwards so that other members will see it as well.
4. Ryan Evans opened the meeting for election of Board officers.
5. Laura Burdine nominated Charlie Sturges for Board President. David Gibby seconded the nomination. All present voted in favor.
6. Carly Allred nominated Kevin Hansen for Board Vice-President. David Gibby seconded the nomination. All present voted in favor.
7. Leland Roberts nominated Carly Allred for Board Secretary. Kevin Hansen seconded the nomination. All present voted in favor.
8. David Gibby nominated Laura Burdine for Board Treasurer. Leland Roberts seconded the nomination. All present voted in favor.
9. David Gibby nominated Leland Roberts for Maintenance Secretary. Laura Burdine seconded the nomination. All present voted in favor.
10. Leland Roberts nominated Ryan Evans for Membership Secretary. David Gibby seconded the nomination. All present voted in favor.
11. Ryan Evans nominated David Gibby for Communications Secretary. Leland Roberts seconded the nomination. All present voted in favor.

12. In accordance with the Association Bylaws, one of the new positions will serve only one year. Leland Roberts requested the one year position. All present voted in favor.
13. It was determined that Charlie Sturges as the President and Laura Burdine as Treasurer will have access to the Association Debit Card.
14. Laura Burdine addressed changing passwords on accounts. Laura will change the passwords and communicate the new passwords to Board members.
15. It was discussed that all Board members should check the Association email on a regular and frequent basis. Charlie Sturges volunteered to check the email and notify the Board members responsible for responding to the email.
16. Use of electronic communication was discussed. Physical or hard copies aren't required for everything. Hard copies could be required for legal contact. Use of electronic communication with Association members would save money. Use of electronic communication could be added to the CCRs. However, hard copies might still be needed for issuing fines and associated notifications.
17. Having Board members place name on communication they respond to via email was discussed. Charlie Sturges asked if we had a motion to require this. David Gibby put forward a motion and Ryan Evans seconded. All present voted in favor.
18. It was determined that Whatsapp will be used for Board member group texting. Leland Roberts will get Whatsapp set up.
19. It was determined that Laura Burdine and Charlie Sturges will have mailbox keys.
20. Carly Allred questioned why the annual dues are slightly lower for this coming year. Wanted to know why we didn't keep dues up in case there are unanticipated financial needs. Dues were kept higher for several years to complete fence replacement and repairs. With the fencing complete, the Association still has a reserve available and the dues were lowered to reflect actual operating expenses.
21. Carly Allred recommended the Board communicate the status of Association projects and goals to the members. It was noted that we have used the website and the annual newsletter for this type of communication. Will look at additional ways to effectively communicate.
22. An issue between two neighbors in the subdivision was noted. The Association provides direction and enforcement on compliance with governing documents but should not intervene in an actual dispute when it goes beyond compliance.
23. Next Board meeting set for December 8, 2020 7:00 pm and will be conducted via the Association Zoom account. Send Charlie Sturges items for inclusion on the agenda prior to the meeting
24. Laura Burdine put forward a motion to adjourn the meeting. David Gibby seconded the motion. All present voted in favor.

Attachment A

Section 5.1 provides for appointment of other secretaries and officers on the Board

1. President
 - a. Duties described in Section 5
 - b. Prepare agendas for meetings
 - c. Schedule and conduct annual and special meetings
 - d. Check email account

2. Vice-President
 - a. Duties described in Section 5
 - b. Coordinate design reviews
 - c. Special projects (e.g., CCRs revision)
 - d. File liens for unpaid assessments

3. Secretary
 - a. Duties described in Section 5
 - b. Schedule and notify Board meetings
 - c. Produce meeting minutes
 - d. Website maintenance

4. Treasurer
 - a. Duties described in Section 5
 - b. Prepare annual invoices
 - c. Prepare annual operating budget
 - d. Track spend

- e. Pay association bills
 - f. Check mailbox
 - g. Respond to info requests from title companies
5. Membership Secretary
- a. Maintain association membership list
 - b. Maintain compliance list
 - c. Fines schedule/compliance status
6. Communications Secretary
- a. Send out mailings
 - b. Annual newsletter
 - c. Notifications for annual and special meetings
7. Maintenance Secretary
- a. Identify contractors for ground maintenance
 - b. Ensure maintenance contractors are completing required tasks
 - c. Annual turn water on and off
 - d. Call for snow removal