

## Avalon Village HOA Board Meeting Minutes

October 12, 2020

**Meeting called to order at 6:30 by Chanel Green.**

**Board members in attendance:** Michael Tingue (President), Chanel Green (Treasurer and acting Secretary), Charlotte Johnson, Dave Fenner, Liane Davis, Melissa Hayden, Barbara Lilley-Williams, Joan Lighty, Celeste Schmorde, and Kathryn Brubaker. Board members absent: Sandy Warnberg.

Others in attendance: Tina Tallman, Elin Hammarberg and Shawna Luna

### 1) Election of New Officers

Treasurer (create budget & monitor financials, work closely with McClure and approve invoices) – after some discussion regarding the current duties, Elin Hammarberg offered to be Treasurer but she is not a Board member yet. She will run for the Board in December.

Secretary (records, answer & delegate emails, coordinate communications, meeting agenda and notes) – Kathryn Brubaker. Kathryn indicated interest in serving a 2 year term. Dave Fenner moved and Mike Tingue seconded that Kathryn Brubaker assume the roll of Secretary. Approved.

### 2) Selection of Point person for the following responsibilities:

Website Coordinator – Liane Davis (post communications, update contact info., add quarterly meeting minutes)

Landscape Coordinator – Liane Davis (works closely with our landscaper and facilitates communications). There are questions about when and how often landscaping is being done in the Classics. Liane will follow up with landscaping. Chanel gave a great overview of what has been the practice this past year.

Tree Management – Melissa Hayden (work with Friends of Trees). Mike Tingue will send Melissa the contact information.

Google Phone Number Manager - Kathryn as Secretary (Secretary will forward the emails the Manager will return call)

Paint Color Approval – Barbara Lilley-Williams (Dave Fenner back up) (approve color choices & communicate to homeowner)

Parking Compliance – Dave Fenner (parking complaints in the Isles)

Collections Coordinator - Mike Tingue (research the best company for Avalon's needs). Late fees will be reinstated in December (had been waived during COVID). Tina Tallman had researched a couple of different companies and will try and find that information and send it on to whomever steps up.

Property Management Coordinator - Barbara Lilley-Williams (review the proposed PM Contract & research the accounting piece) – there was a discussion surrounding compliance and how that is currently being handled. Barbara Lilley-Williams advocated for a compliance committee and was in favor of moving towards a property management coordinator. Dave Fenner also stated he was in support of moving to a property management firm. Tina Tallman did a lot of research into this and landed on The Management Trust as her recommendation. That firm provided a quote of \$11,000 (Chanel's best recollection) per year. Dave Fenner is willing to do "grunt work" and will work with Barbara in cruising the neighborhood and collecting information for the Property Management company.

### **3) Address Change**

The Board is no longer using a PO Box (needs to be canceled soon) as all mail will go to McClure. McClure will close down the PO Box and communicate with Kathryn.

### **4) 2021 Budget**

Began with review of budget for 2020. On track to come in approximately \$3,000 under budget. Reviewed proposed budget for 2021. No recommendation to raise dues at this time, because we are carrying over a good reserve. Dave Fenner moved to approve the 2021 budget. Seconded by Liane Davis. Approved unanimously. Budget includes a limited contract with a property management company.

### **5) Elections**

Chanel Green resigns after this meeting. Mike Tingue, Sandy Warnberg and Kathryn Bruebaker terms expire in December. Proxies (74) or 20% attendance is needed to hold the next election. Board members will need to start gathering those in order to have enough proxies at the December meeting in order to hold the election.

### **6) Additional Items**

2021 Meeting Dates - Next meeting is scheduled for December 14, 2020 @ 6:30 pm. At that time 2021 dates will need to be set.

### **7) Public Comment**

Elin Hammarberg asked if there is a budget for tree trimming. Not at this time, but perhaps a special assessment might be done for specific one-time expenses.

JJ is concerned about the lack of landscaping in the Isles. Question: HOA Board's responsibility is to keep the neighborhood in top condition and protect our investments. Feels that the weeds and pruning needs in the Isles are detracting from the neighborhood. How is the HOA going to keep the Isles looking good when people in the Isles haven't had to take on landscaping issues in the past? Mike Tingue explained the process that got us to where we are now. There were many competing factors the Board had to consider. Discussion occurred about various options and concerns.

JJ asked about house colors. When she got her house colors approved 2 Boards ago she's now worried because her house colors are similar to the house next door. She's assuming she's still ok and relying on those past approvals.

Meeting adjourned at 8:14 pm