

YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.

HOA Board Meeting – Meeting Minutes

Location: Zoom Meeting Date & Time: Mon Nov 8, 2021 – 5:30 PM

MEETING ATTENDEES

HOA Board Members Present	Steve Muller, Cathy Badell, Drake Elkins	Quorum Met?	Yes
HOA Board Members Not Present	Sabrina Neu	Other HOA Member Attendees	N/A
Property Mgmt Co Attendees	Helen Cartwright	Guest Attendees	N/A

NEW/OPEN ACTION ITEMS

Date Assigned	Owner	Description	Target Date
11/08/21	Helen	Run out reserves estimate to cover roof replacement	11/09/21
11/08/21	Board Members	Review reserves estimate and budget proposals	11/12/21
11/08/21	Helen	Ask owners about interest in NECO pass	12/31/21
11/08/21	Steve	Look into code enforcement related to dumping	12/31/21
10/02/19	Cathy	Review Collections Policy and adapt to Rules & Regulations format.	04/30/22

DISCUSSION NOTES

1. **Meeting Called to Order** – At 5:35 pm
2. **Approval of Minutes** - Motion by Cathy to approve minutes from July 19, 2021 and seconded by Steve. Motion passed unanimously.
3. **Manager’s Report**
 - a. Reviewed Manager’s Report
4. **Financial Statements & Delinquencies**
 - a. At the end of October 2021, we have total assets of \$76,943.72. There is a total of \$1,035 in delinquent accounts, some from water bills, some from short pays, some from outstanding payments. Over on income YTD because of delinquent pay offs. Admin is over due to insurance.
 - b. Cathy moved to approve the October financial statements. Steve seconded the motion. Passed unanimously.
5. **Old Business**
 - a. **Action Item Update**

Date Assigned	Owner	Description	Target Date
07/19/21	Helen	Draft an email on public dumping (incl. cost to remove by Western Disposal & consequence of dues going up, number to call for Western Disposal for pickup, and resources to recycle / donate like: <ul style="list-style-type: none">• Post for free item on NextDoor, Facebook, craigslist• https://resourcecentral.org/reuse/pickups/	07/20/21

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		<ul style="list-style-type: none"> https://www.trucare.org/truthriftshop/donations/ <p><i>Completed</i></p>	
07/19/21	Steve	Review dumping email & make edits, then send to sub-associations. <i>Completed</i>	07/21/21
07/19/21	Helen	Review landscaping with Mike. <i>Completed</i>	07/21/21
07/19/21	Helen	Follow up with new owners about joining board. <i>Completed – one owner interested</i>	07/31/21
07/19/21	Helen	Follow up on new NECO passes. <i>Completed</i>	07/31/21
04/07/21	Helen	Communicate to Yarmouth-adjacent homeowners about balcony columns & concrete supports (see notes from 04/07/2021 minutes). <i>Completed</i>	07/31/21
07/19/21	Helen	Send Steve new bank contact. <i>Completed</i>	08/30/21
07/19/21	Steve	Call bank to get on account as signer. <i>Completed</i>	08/31/21
10/02/19	Cathy	Review Collections Policy and adapt to Rules & Regulations format. <i>Incomplete</i>	08/31/21

6. New Business

- a. **2022 Budget** – Discussion about sufficiency of reserves for roof replacement without a special assessment. Helen will run the reserves out to include roof replacement and send updated budgets & assessments for review. Everyone needs to review and provide vote by end of week so she can mail out annual meeting notice.
- b. **16th St Master updates** – Steve will look into code enforcement for dumping.
- c. **NECO Passes – 2022 participation** – Helen will send out email to gauge interest

7. Upcoming Meeting(s) - The next Board Meeting is TBD in Spring. Annual meeting on November 29, 2021 at 6:30 pm via Zoom. Master HOA Annual Meeting - Wed Nov 17, 2021 at 6 pm via Google Meet.

8. Adjournment - With no further business to discuss, the meeting adjourned at 6:19 pm.