

**YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.**

HOA Board Meeting – Meeting Minutes

Location: Zoom Meeting      Date & Time: Mon July 19, 2021 – 5:15 PM

**MEETING ATTENDEES**

HOA Board Members Present	Steve Muller, Cathy Badell, Sabrina Neu, Drake Elkins	Quorum Met?	Yes
HOA Board Members Not Present	N/A	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
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"><li>• Post for free item on NextDoor, Facebook, craigslist</li><li>• <a href="https://resourcecentral.org/reuse/pickups/">https://resourcecentral.org/reuse/pickups/</a></li><li>• <a href="https://www.trucare.org/truthriftshop/donations/">https://www.trucare.org/truthriftshop/donations/</a></li></ul>	07/20/21
07/19/21	Steve	Review dumping email & make edits, then send to sub-associations.	07/21/21
07/19/21	Helen	Review landscaping with Mike.	07/21/21
07/19/21	Helen	Follow up with new owners about joining board.	07/31/21
07/19/21	Helen	Follow up on new NECO passes.	07/31/21
04/07/21	Helen	Communicate to Yarmouth-adjacent homeowners about balcony columns & concrete supports (see notes from 04/07/2021 minutes).	07/31/21
07/19/21	Helen	Send Steve new bank contact.	08/30/21
07/19/21	Steve	Call bank to get on account as signer.	08/31/21
10/02/19	Cathy	Review Collections Policy and adapt to Rules & Regulations format.	08/31/21

**DISCUSSION NOTES**

- 1. Meeting Called to Order – At 5:22 pm**
- 2. Approval of Minutes** - Motion by Cathy to approve minutes from April 7, 2021 and seconded by Steve. Motion passed unanimously.
- 3. Manager’s Report**
  - Reviewed Manager’s Report
    - Helen will draft email about public dumping. Steve will review and send to sub-associations.
- 4. Financial Statements & Delinquencies**
  - At the end of June 2021, we have total assets of \$75,667. There is a total of \$2,691 in delinquent accounts, some from water bills, some from short pays, some from outstanding payments. Also there was an issue with the post office returning an entire batch of mail.
  - Cathy moved to approve the June financial statements. Steve seconded the motion. Passed unanimously.
- 5. Old Business**
  - Action Item Update**

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<b>Date Assigned</b>	<b>Owner</b>	<b>Description</b>	<b>Target Date</b>
04/07/21	Helen	Reach out to Green Spaces to determine sprinkler system turn-on date and put Sandra in touch with Mike. <i>Completed.</i>	04/09/21
04/07/21	Helen	Get a bid from State Farm on insurance. Find out what increasing the deductible significantly does to the insurance cost. <i>Completed.</i>	04/23/21
04/07/21	Helen	Communicate to Yarmouth-adjacent homeowners about balcony columns & concrete supports (see notes). <i>Incomplete</i>	04/30/21
10/02/19	Cathy	Review Collections Policy and adapt to Rules & Regulations format. <i>Incomplete</i>	05/31/21

**6. Old Business**

- a. **Collection policy** – Not complete.
- b. **Insurance policy update** – New policy – biggest change is that there is no wind/hail deductible, has a flat \$10,000 deductible. Updated policy on website. Homeowners notified by email of change.
- c. **Water leak issues resolved at rowhomes** – Continuous use notifications have resolved so owners must have replaced or fixed toilets.
- d. **Downspouts at balconies on Yarmouth** – Helen is writing email about downspouts and balcony supports and owner obligation if engineer determines water misdirection is the primary cause.

**7. New Business**

- a. **16<sup>th</sup> St Master Updates** – Steve is the new President of the Master HOA. Snow removal 2020/2021 was under budget. No financials were provided during April meeting. Snow removal 2021/2022 is pending bid from LID. Meeting on August 25. Annual Meeting Oct 29.
- b. **Grounds Maintenance Review** – Utility box landscaping bid. Helen meets with Mike on 7/21. Helen will send the bid.
- c. **Items Dumped on Street** – Helen will draft email.
- d. **Board Member Vacancy** – Helen announced vacancy in the HOA meeting email.
- e. **Bank Account Signers** – Steve is still working on it – will do in August.
- f. **NECO Pass** – Helen will follow up on new NECO passes.

**8. Upcoming Meeting(s)** - The next Board Meeting is November 8, 2021 at 6:30 pm. Annual meeting on November 29, 2021 at 6:30 pm.

**9. Adjournment** - With no further business to discuss, the meeting adjourned at 6:21 pm.