

YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.

HOA Board Meeting – Meeting Minutes

Location: Google Meet Meeting

Date & Time: Tues Oct 3, 2023 – 6:15 PM

MEETING ATTENDEES

HOA Board Members Present	Sabrina Neu, Cathy Badell, Steve Muller	Quorum Met?	Yes
HOA Board Members Not Present	Daniel Hessler, Drake Elkins	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
10/03/23	Helen	Bring new regulatory docs to Sabrina to sign, then post to website	10/15/23
10/03/23	Cathy	Send out email invitation for annual HOA meeting	10/15/23
10/03/23	Cathy	Send Steve, Helen, and Patti the calc for special reserves for Lot 15 driveway calculation.	10/3/23
10/03/23	Helen	Annual meeting Wed Dec 6 at 630 pm. Send out annual meeting notices between 10/17 (50 days prior) and 11/26 (10 days prior)	11/26/23
10/03/23	Helen	Update the reserves calc to remove Lot 15 driveway maintenance	10/31/23

DISCUSSION NOTES

1. **Meeting Called to Order** – At 6:23 pm
2. **Approval of Minutes** – Motion by Cathy to approve minutes from April 11, 2022. Seconded by Sabrina. Motion passed unanimously.
3. **Manager’s Report**
 - a. **Irrigation leaks** – 4630-4632; 4616; 4625
 - b. **Space between YW / Silver Sage** – Minor landscaping disagreements
4. **Financial Statements & Delinquencies**
 - a. At the end of Sept 2023, we have total assets of \$79,191.09. We are fairly close to budget, but grounds maintenance will probably go over budget. There is \$1,292.67 in delinquent accounts, but Helen got a bunch of checks today. Everyone pays regularly though, no concerns.
 - b. Cathy moved to approve the Sept 2023 financial statements. Steve seconded the motion which passed unanimously.
5. **Old Business**
 - a. **Action Item Update**

Date Assigned	Owner	Description	Target Date
04/11/23	Helen	Send new regulatory docs for review	04/11/23

- b. **Regulatory Documents / Governance Policies** – Received new policy docs from attorney that all HOAs. Major change is the max on fees - \$500. Cathy moved to approve, Sabrina seconded, Steve approved.
- c. **Woonerf Pillars** - Replaced with rocks
- d. **Tree Treatments** - Pear trees were completed
- e. **Fire Sprinkler Inspection** - Completed
- f. **Backflows** – All were tested, all is well. Helen is working with the city on what/where the backflows are.

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6. New Business

- a. **Green Spaces / Boulder Snow Removal** - Landscaping company has new owner named Dwayne Kramer – same phone number and email. Steve gave him a tour of our complex property on Mon Oct 2.
- b. **Sprinkler Blowout** – Helen will work with Dwayne to schedule blowout – tentative date is Fri Oct 20.
- c. **2024 Budget** – No increase on Master HOA dues, but we are way behind on reserves savings. If we only increase dues 5% between now and 2034, there will be approx. \$3-5k special assessment to replace roof. A 10% increase in dues is approved.

7. Upcoming Meeting(s) - The next Board Meeting is an annual meeting – **Wed Dec 6 at 6:30 pm**. Cathy will send out invite to Board with Zoom link. Helen will send annual meeting notices to owners.

8. Adjournment - With no further business to discuss, the meeting adjourned at **7:30 pm**.