

# Minutes

## August 22, 2023

### Spring Meadow HOA Board Meeting

**Attendance:** Connie Erickson, Linda Howe, Chris Van Drimmelen, Jim Pannunzio, Troy Bagnall, Craig Tress, Bryan Longoria, Tammi Quinn, Jason Peter (WCM)

**Meeting Minutes:** There was not a quorum of owners present to call the annual meeting to order on July 25th. The board moved to hold a regular monthly meeting. The Board reviewed and unanimously accepted minutes from the July 25, 2023, monthly Board meeting.

➤ **Financial Statements: As of July 31, 2023:**

- Umpqua Checking - 79,057.90
- Key Bank Savings - 63,135.94
- Key Bank Reserve - \$160,000.00
- Total Checking/Savings -302,193.84

➤ **Outstanding annual due balances:** 18 Open Action Items:

➤ **Progress on proxy count-** There are currently 76 proxies that have been received.

➤ **List of proxies received.**

➤ **Annual home inspection update-** there are 3 homes that have been contacted that need to be painted.

➤ **American Landscape contract-** was sent to the board. WCM requested a current contract to reflect now through end of year with pricing. The most recent contract that WCM and American Landscape has, is from 2019.

➤ **Homeowners Topics:** None

➤ **ACC Committee Report:** There have been some issues with the committee not getting modification requests. There were correct email addresses sent from the board, and

➤ **Landscape Topics:** Nothing to report

➤ **Legal:** Nothing to report.

➤ **Traffic/Safety Topics:** Speeding as an ongoing issue on Chinook.

➤ **Website/Facebook Updates:** 5 new FB members were added; ACC form on website needs corrected address. WCM will edit and correct the ACC form to reflect the correct address.

➤ **New Business**

1. Assessment of WCM contract and services- There was discussion regarding the services that WCM provides to the community. There was also discussion regarding community inspection reports and ACC requests being addressed in a timely manner.
2. Requirements for document/record retainment- there was discussion regarding the requirements for record retention and where they are housed. It was discussed that Smith & Company should house the financial records.
3. Open Secretary position- the open secretary position can be filled at the annual meeting.
4. Need Website resource- with James no longer on the board, there was discussion regarding resources available to help update and manage.

**Action Items:**

**WCM-** keep a file of all paper and digital proxies, request a current landscape contract from American Landscape, report on hiring process, quarterly acc report sent to the board. Take address line out of acc form.

Meeting adjourned at 8:14pm. Upcoming Meeting Dates: Sept 26, Oct 24, Nov 28