

Board Meeting Minutes

JULY 28, 2022 / 7:00 PM / VIRTUAL MEETING

Attendees

Name	Role	Initials	Attendance
Neil Smith	President	SD	Present
Subhasis Datta	Vice President	SD	Present
Paul Witting	Treasurer	PW	Present
Mike Wolmetz	Secretary	MW	Present
Lee Bakalar	Board Member at Large	ET	Present
Scott Wertlieb	Vista Management (VM)	SW	Present
Kevin Kapp	Vista Management	KK	Present
Homeowner Attendees: None			

Annotated Agenda

OPENING

1. Meeting called to order at 7:04pm by Neil Smith, President
2. Previous meeting minutes reviewed and approved
3. New board kickoff
 - a. Board guiding principles reviewed (see Key Artifacts below)
 - b. Roles noted (see Attendees above)
4. Vista Management updates
 - a. Homeowner dues
 - i. Three owners haven't paid 2022 HOA dues, forwarded to HOA attorney, Ron Bolt, for collection
 - b. Monthly financials review (see financial report)
 - i. Operating Account: \$30.9k
 - ii. New Reserve: \$56.5k
 - iii. Checking Account: \$5.3k
 - iv. Existing Reserve: \$222k
 - c. Web hosting payment
 - d. CCOC registration
 - e. CCOC board training

PRIORITY BUSINESS

1. Architectural

- a. AECC Transition: AECC leadership will continue unchanged

2. Maintenance

- a. Fence repair
 - i. Pebble Hill Lane Townhomes
 - ii. Top Trail entry
- b. Tree removal
 - i. Flints Grove Lane
- c. Signage
 - i. Pebble Hill Trail Sign
- d. Road Clean-Up
 - i. Dufief Mill
- e. Welcome areas
 - i. Bushes
- f. Water Management
 - i. DeHaven Ct Trail
 - ii. Trail between PHL & FGD

3. Other

- a. Remaining Board Transition
- b. MoCo Stream/Bridge Restoration
- c. Survey Results
- d. Townhome EV Charging Workgroup
 - i. LB, MW, and PW to begin organizing workgroup

4. Social

- a. Ice Cream Social
 - i. To be held in August at Flints Grove Ln common area across from trail entrance

CLOSING

- Minutes to be reviewed and approved at next monthly meeting
- Meeting adjourned at 8:58

Votes

Motion	For	Against	Abstain
June Meeting Minutes Approval	4	0	0
Townhome EV Charging Workgroup to be chartered to start research	5	0	0

Action Items

Activity	Owner	Action
Pebble Hill Train Sign	SW	Vista to request quote from Signarama for one additional train sign
Annual Survey	MW	Summary of results to be shared with the community as part of the next newsletter, raw data to be shared with the board
Townhome EV Charging	LB	LB to contact CCOC, SW to contact CAI for guidance and examples from other communities

Key Artifacts

2022-23 Board Focus

Board/Vista are:

1. Responsive
2. Prepared
3. Efficient

Guiding Principles:

- Prioritize rather than do everything
- Limit Work In Progress
- Do the 'must-haves' really well
- Use our Management Company
- Engage the Community

Secretary:

1. Learn comms & homeowner database
2. Learn basic website tasks

Treasurer:

1. 2023 Budget & Rate Study (by Oct meeting)
2. Townhome premium study

AECC:

1. Streamline process - form, record-keeping, VMC involvement
2. Explore digital form

<https://docs.google.com/presentation/d/1jHbJzF5MBG4loHG42kfQKX1rM0ymA8OKbqYer3YZTQk/edit#slide=id.p>

Current Status of Active Items

#	#Area	Status	Activity	Owner
1	Architectural ▾	Completed ▾	AECC Transition	SD

2	Maintenance ▾	In Progress ▾	Pebble Hill Lane Fence Repair @ Townhomes	VM
3	Maintenance ▾	In Progress ▾	Pebble Hill Lane Fence Repair @ top Trail entry	VM
4	Maintenance ▾	In Progress ▾	Flints Grove Lane - Tree Removal <ul style="list-style-type: none"> Follow up actions 	VM
5	Maintenance ▾	Quotes ▾	Pebble Hill Trail Sign	MW
6	Maintenance ▾	In Progress ▾	Dufief Mill Road Clean-Up	?
7	Maintenance ▾	In Progress ▾	Welcome Area Bushes	?
8	Maintenance ▾	Completed ▾	Water Management - DeHaven Ct Trail	NS
9	Maintenance ▾	Quotes ▾	Water Management - Trail between PHL & FGD	NS
10	Maintenance ▾	Not Started ▾	RBD Tree Removal	VM
11	Other ▾	Completed ▾	Remaining Board Transition	NS
12	Other ▾	In Progress ▾	MoCo Stream/Bridge Restoration	VM
13	Other ▾	In Progress ▾	Survey Results	MW
15	Other ▾	In Progress ▾	Townhome EV Charging Workgroup	LB
14	Social ▾	In Progress ▾	Ice Cream Social	NS