

FPEPOA BOARD MEETING MINUTES

AUGUST 31ST, 2023 5:00 P.M.

LOG HILL FIRE STATION / ZOOM

The meeting was called to order by President Randy Mathis at 5:21 p.m. President Randy Mathis, Vice President John Peters, Treasurer Mike Jones and Treasurer Katherine Paison-Senn were all in attendance in person. Board member Paul Stashick was out of the country and unable to attend.

Evelyn Bailey (administrative assistant) hosted the Zoom portion of the meeting.

Randy opened the meeting reminding the membership of meeting conduct as set forth in the HOA Policies and Procedures. Main points that were made included the designation of the president as chair of the meeting and in his absence, the vice president would chair the meeting. All members physically attending the meeting need to sign in with their name, address and/or lot number. All owners will be given the opportunity to speak only during the time set aside for “member’s comments” as listed in the agenda. If a motion is brought forward during the meeting, then the chair of the meeting can call for discussion at that time. The members should hold their comments to 2 minutes. If a member wishes to speak, the chair will recognize them prior to making their comments. A member can have someone represent them in a meeting, as long as prior notice in writing has been sent to the administrator to give to the meeting chair for approval. Members are reminded to keep their comments courteous and respectful, and only one member is allowed to speak at a time. Board Meetings cannot be recorded by anyone outside of the HOA board and the meetings are solely for the association members, not for the general public. The meeting chair also retains the right to ask a disruptive member to leave the meeting.

1. Approval of Meeting Minutes

The previous Board Workshop Meeting Minutes

2. Board Position Assignments

The board elected to assign the following positions to the various board members with the election of Katherine Paison-Senn to the board:

Randy Mathis as President, John Peters as Vice President, Katherine Paison-Senn as Treasurer, Mike Jones as Secretary and Paul Stashick as Member at Large.

The board also assigned committee liaison positions:

Mike Jones as the liaison to the ARC and Welcome Committees, Katherine Paison-Senn as liaison to the Finance Committee, Randy Mathis and Paul Stashick will be co-liaisons to the CRC Committee and John Peters will be the liaison to the Road Committee.

3. ARC Variance Request

Tom Hoke presented his request for a variance for rusted metal siding. After extensive discussion, the board voted not to approve the variance as requested. However, they agreed to continue the discussion and would revisit the request if the homeowner would agree to having less metal on the visible roadside of the property, using a different material, (e.g., concrete board, wood or other material), and then send it back to ARC for their recommendation. The board would then reconsider the new variance taking into account ARC's recommendation on the revision. (If the homeowner does a revision that automatically meets the ARC standards, ARC would be able to approve the siding without the need for a variance.)

4. New Website

Geoff Rainville unveiled his progress on the new website. He disclosed that he's still working on the password protected side of the website for homeowners only. Randy discussed some of the features he would like to see on the new website including a place for real estate documents/disclosures, links to documents, fee disclosures etc.

5. Member Assessments and Due Date

The board discussed the process for increasing annual HOA dues. Currently the process permits the board to raise the dues by 5%, with any amount exceeding this requiring presentation to the membership and approval by a 2/3 vote. A discussion ensued concerning the budget and what qualifies as capital improvements. (e.g., paving would be capital improvement, chip sealing would be categorized as maintenance). The board discussed the idea of raising the dues in the meeting by the 5%, and then do an assessment of the budget to determine if a special assessment is required (only for a special project like pickleball courts or paving the last two roads as an example), or if there is a need to raise the annual dues by more than 5% (both of which necessitate a vote by the membership). The board acknowledged that paying for the roads this year has depleted the Reserve Funds (current balance is \$37K). Katherine suggested that the road fund should have a 20-year plan as part of the budget. The decision was made that Katherine would collaborate with the Finance Committee to formulate a budget that would determine the dues amount for the upcoming year. The results of this budget and proposed dues amount will be presented to the members at the 2024 Winter Meeting in January. Mike reported that 17 homeowners were behind on payment of HOA dues by one year and 5 homeowners

were behind for 2 years, along with a commercial lot owner. The total outstanding is \$23,458.00.

6. ARC Variance regarding Solar Panels

Due to the lack of a recommendation from ARC and incomplete information on the variance, the board elected to push the discussion of this variance to the next meeting.

7. Old Clubhouse Update

Randy gave an update on the status of the old Fairway Pines Clubhouse demolition. The owner has not communicated with either the county or the board. The certified letter that the board sent to the owner came back as “unclaimed”. Emails from the board have not elicited a response. The county has decided to move from an informal communication to a formal communication under their rubbish ordinance. The rubbish ordinance will allow them to proceed with a clean up of the property while billing the owners.

8. Next Working Session Meeting Date

The board elected to make September 6th the next Working Session Meeting Date to complete review of the Governing Documents.

9. Committee Updates

- a) CRC Committee – The board appointed Andy Clauss to the CRC committee.
- b) Road Committee – Eric Loeb will be going over some final issues with the chip sealing with United Paving and then the roadwork will be finished. He is looking at weed mitigation bids for next year and will explore alternatives to spraying with chemicals, as well as organizing the snow plowing with Brent.

Randy reminded everyone that the Road Committee needs additional members to assist, especially during the winter with scheduling and following up on the snow plowing. The Road Committee will also be creating a charter, have an elected chair, develop its own policies and procedures and a maintenance and snow removal schedule.

- c) ARC Committee – Eric also reported for the ARC committee and didn’t have exact numbers but said that conformance deposits were refunded to 4 builds. John Peters gave an update on the progress of his builds. 3 properties on N. Badger have broken ground.

- d) Finance Committee – Mike will meet with Katherine to make the Treasurer’s transition. A discussion ensued regarding posting the year end financials to the website annually (balance sheet and profit and loss). Randy reminded the Finance Committee that they need to separate the Roads Committee from their committee as the Road Committee will become a formal committee.
- e) Welcome Committee – Mike gave a report regarding the Welcome Committee obtaining contributions from the community merchants for the Welcome Committee.

10. Old Business

No old business was brought up for discussion.

11. New Business

Katherine asked for authorization to purchase USB speakers to assist during the meetings. This led to a board decision to purchase a laptop/camera/speaker setup for HOA meetings with a budget limit of \$1000.

Katherine also discussed the need for a member directory under the password protected side of the website. The board agreed that once Geoff has created the website with the password protected side for members, the directory will be pursued.

12. Comments/Questions

There were no comments/questions from the members.

A continuation of the working session meeting was finalized for September 6th.

A date for the next board meeting was set for September 21st, 2023 at 5:00 p.m

The meeting was adjourned at 7:39 p.m.

