

This month's minutes also include the minutes of a special work session that was held on the evening of November 21, 2023. The special meeting minutes appear at the end of the regular monthly minutes.

**\*NOTE\* These minutes are posted, but not approved, by the Board of Directors. Approval will be voted on at the next regular board meeting. Until then they are to be considered pending.**

## **Three Colonies Homeowners Association Board of Directors Meeting**

**November 28, 2023**

Board Members Present:

Jack Smith, Nancy Melton, Brian Gaskell, Ruth Hair, Richard Hup, Walt Mingle, Karen Stein and Izzy Van.

Secretary: Pete Horne

### **Call to Order / Welcome:**

Mr. Smith called the meeting to order at 6:30 PM and welcomed all community members to the meeting. Our board will strive to follow Roberts Rules of Order. Mr. Smith explained the process for community input at our meetings. (Fifteen minutes will be allowed at the beginning and ending of the meeting for community input - three minutes per resident.) To respect the time allotted for resident input, individual board members will not address concerns during the community input portion of the meeting; however, questions will be addressed during the board member update or following the meeting, whichever is most appropriate. The board hopes this process will allow for more communication between this board and residents.

Mr. Smith began by sharing we currently have two board vacancies. This board appreciates the feedback from residents which regularly attend our meetings. Please consider joining the board in one of the vacant positions. Contact Mr. Smith if you are interested.

Mr. Smith asks that all should stop at the guardhouse if the guard requests that you stop. Those cars that continue to disregard requests to stop will be identified and the guard will call 911. Additionally, we will begin towing vehicles that continue to park illegally.

If you have concerns about dogs barking continuously and disturbing the peace, please try to speak to the pet owner. If that is not possible, please contact Mr. Smith and he will contact the owner.

At the registration sessions, homeowners were asked for their input on hiring an engineering firm to determine if gate installation is possible. 80-85% of the residents approved.

Mr. Smith opened the floor to any community member(s) requesting to speak.

Community member shared the following concern(s):

Resident comments:

Resident suggested marking spots at the tennis courts / Lox Dr for residents needing additional parking. This would show we are trying to help residents. Additional visitor parking may be found at the end of Fox Dr also.

Resident stated appreciation for the early release of the agenda. This resident looks for what has 'fallen off' the agenda: Gem Ct., Metronet, playground assessment.

Questioned Rules, Finances and Maintenance

Why was a stop sign installed on Ile Ct?

Newsletter was too lengthy

On the addendum, fines were approved – asked for clarity

Are we taking in cash for payments?

Maintenance plan for gutters?

Selective enforcement

Home on Keg Ct under construction too long... can she do the same?

Guards do not look up when people enter – cut the guards loose or cut their hours

Following the input from residents, Mr. Smith opened the business portion of the meeting.

Mr. Hup made a motion to approve the October minutes. Ms. Melton seconded the motion. Ms. Hair questioned an item in the minutes. Her question was answered. The minutes were approved unanimously.

### **Treasurer's Report**

Ms. Hennessey was unable to attend the meeting tonight. The treasurers report will be shared at the next meeting.

### **Colony I:**

Ms. Van will contact the resident / owner of the truck parking illegally in the parking spaces at the tennis court. She will also track down and contact the resident responsible for the trash placed behind the townhomes along Lox Dr.

Ms. Van will again contact the attorney responsible for removal of the moving pod on Dow Ct.

The parking problem she addressed in her building has been resolved.

**Colony II & III:**

Ms. Stein addressed the Rules and Regulations approved on August 29<sup>th</sup>. Once a violation letter has been sent, residents have 30 days to resolve the violation. Within this 30-day window, residents can submit a plan to resolve the violation. Potentially violations can remain unresolved for 60 days after receiving violation letters.

Ms. Stein stated the intention to honor the privacy of residents and will not 'out' residents at meetings.

**Grounds / Corral:**

Mr. Hup shared that seeding and fertilizer application has been completed. The irrigation system has been turned off for the winter.

Resident would like for the unsightly concrete to be removed on Ewe Ct. Mr. Hup will obtain a bid.

The corral has been cleaned up.

**Maintenance:**

Mr. Hup reported the repairs needed in the clubhouse / pool bathrooms have been completed.

Mr. Hup stated he has 2 open work orders.

Mr. Hup shared that 90 percent of the vent boots on the townhomes are bad and need to be addressed soon.

**Security:**

Ms. Melton explained in detail the security guard changes with Signal 88 and Parker Security. Parker Security left us abruptly on October 31, 2023. Signal 88 will finish out the contract held by Parker Security which ends Jan 1, 2024. Ms. Melton continues to work with the security companies to find the best resolution for Three Colonies.

Ms. Melton will contact the security supervisor to address concerns shared.

Illegal parking continues to be an issue. This board supports towing repeat offenders. Several cars have been tagged for towing if violations continue. Discussion followed regarding the number of parking spaces or potential spaces we have available. Ms. Van asked if we are deviating from the parking regulation approved on August 29, 2023. This board will discuss further and make clear all instructions for parking violations.

Call for service were mostly domestic related and we only had one call for service in November.

In response to a resident comment, Ms. Melton stated that Ms. Hennessey does accept cash payments.

**Clubhouse:**

Ms. Hair stated she has 3 upcoming rentals.

Ms. Hair shared that \$110.00 was the profit made from the yard sale.

The clubhouse will be decorated on Friday morning, Dec 1, if anyone is interested in helping.

Dec 8 – Bunco night

Dec 15 – Holiday Wine/Cheese event

**Pool:** No report

**Website:**

Mr. Mingle stated that architectural plans and designs cannot be uploaded on the website. These documents will need to be submitted in written form.

The guard tablet will be updated by Mr. Mingle on Dec 1<sup>st</sup>.

The website and emails seem to be working well. Mr. Mingle shared updated resident lists to board members.

**Special Projects/Playgrounds/Tennis Courts:**

Mr. Gaskell shared that the stop sign installation is complete.

**Old Business:**

Mr. Hup and Mr. Surrett will complete tagging the trees for removal.

Mr. Gaskell stated the fence replacement and repair along Fox Dr is planned for completion in the new year.

Ms. Hair shared the replacement of the floor in the clubhouse and bathrooms will occur soon. Once the board chooses the flooring color, the installer will be contacted to begin the replacement process.

Mr. Smith reminded all that we will not have a HOA meeting in December. Our next meeting will be held on January 30, 2024. The board will hold a work session on January 23<sup>rd</sup>.

**Adjournment:**

Brian Gaskell made a motion to **adjourn at 7:45 pm**. Mr. Hup seconded the motion and the board approved unanimously.

**At the conclusion of the meeting, homeowners in attendance were encouraged to share any additional concerns with the full board or individual board members.**

One resident shared the following:

Question regarding statute 47 F – what do you want us to know?

Mr. Smith and Mr. Mingle addressed the newsletter attachments. Frequently Asked Questions and legal advice.

General Statute takes precedence at times, depending on alignment with bylaws and covenants when the community was formed.

Maintenance plan for gutters

Mr. Hup addresses gutter concerns as we find them.

Gem Court residence

We are currently, and have been, trying to locate the owner. The owner has not been located for some time. Our next step may be to advertise publicly.

Selective enforcement of rules

Mr. Smith replied that we do not see selective enforcement of rules. Violations are being addressed.

Ms. Stein added that this board cannot require residents to change violations allowed, or not addressed, by previous boards. The residents out of compliance have received letters to make them aware of the violation. The resident is informed that before any additional changes can occur or before their property can be sold, the owner must bring the residence back into compliance.

Meeting concluded at 8:05 pm.

Minutes taken by Pete Horne

*The board encourages all residents to review the rules and regulations.*

*Please contact the Architectural Committee before making any changes on the exterior of your home.*

*We hope all residents are following the Three Colonies Facebook page.*

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**Three Colonies Homeowners Association Board of Directors Work Session**

**November 21, 2023**

Board Members Present: Jack Smith, Nancy Melton, Brian Gaskell, Ruth Hair, Richard Hup, Walt Mingle, Karen Stein and Izzy Van.

Secretary: Pete Horne

**Call to Order:**

Mr. Smith called the work session to order at 6:30 PM.

At the request of Ms. Hair, Mark with Navaho Flooring came to the session to answer questions from the board. He shared the timeline for installation, care of the flooring and design. He left samples of flooring for the board to consider.

Mr. Smith opened the work session by sharing the amendments draft. He reminded all that a vote will be taken on this item at the Nov 28, 2023 Homeowners meeting. Some discussion followed regarding receipt of Architectural requests and timeline. Mr. Mingle will explore the possibility of creating a 'fillable' form on our website; however, architectural plans and design documents to support requests cannot be uploaded.

Ms. Melton:

Ms. Melton gave a detailed update on the security companies servicing our community. Our previous company left abruptly on October 31<sup>st</sup>. The new company (currently serving us) will honor the contract we had with our previous company scheduled to expire on Jan 1, 2024. Ms. Melton continues to work with this situation to find the best resolution for Three Colonies.

Parking continues to be a major issue for residents. Residents are parking – long term – in visitor spaces. This is not allowed. Ms. Melton suggested renting a few of the visitor spaces, by permit only in clearly marked spaces, in front of the tennis courts, to the families with 3 vehicles. This is only a suggestion for discussion. Overflow vehicles can be parked in the corral if space allows. The board wishes to use the towing option as a last resort; however, many residents clearly disregard any attempt by the board to correct the issue and towing may be the only option. More discussion is planned to fairly resolve this situation.

Mr. Hup:

The bathroom repairs have been completed.

Rye seed has been spread and more will be put down soon.

Mr. Hup and Mr. Surrett will mark the trees for removal. They will be marked as 1<sup>st</sup> and 2<sup>nd</sup> priority. Ms. Van disagrees with removing trees causing damage to pavement.

Mr. Gaskell:

Installation of stop signs have been completed.

Ms. Stein:

Ms. Stein asked about the use of the clubhouse by outside renters. Ms. Hair stated we do not rent our clubhouse to outside renters.

Ms. Van:

Ms. Van requested an updated resident list.

Ms. Van would like for the shadowbox to be updated and include color samples.

The moving pod remaining on Dow Court continues to remain in place. The owner responsible for this pod started receiving fines on November 3, 2023. Ms. Van and Ms. Hennessey will again contact the attorney involved to get this pod removed.

Discussion regarding the status of gates followed. Mr. Smith stated most residents agreed to spend the money to hire an engineer to give us the answers we need to move forward. The board will vote on this.

Ms. Hair:

Ms. Hair wants the board to continue to look at the flooding issues on Dow and Fen.

Work session adjourned at 8:30 PM.

Minutes taken by Pete Horne