

This month's minutes also include the minutes of a special work session that was held on the evening of January 23rd 2024. 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

January 30, 2024

Board Members Present:

Jack Smith, Nancy Melton, Brian Gaskell, Ruth Hair, Richard Hup, Walt Mingle, Karen Stein and Izzy Van. (Pat Foster joined tonight)

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 shared that he was pleased to announce that a community member has requested to join the board in the open maintenance position. This community member (Mr. Pat Foster) has previous experience with our board in the maintenance position. Mr. Gaskell made a motion to accept Mr. Foster to the board. Mr. Hup seconded the motion and the board approved unanimously.

In light of recent threatening statements to one or more of our board members and with the recent murder of two HOA board members in a nearby city, Mr. Smith arranged for and personally paid a police officer to be in attendance this evening.

A community member has accused a board member of replacing the clubhouse flooring without proper approval. Mr. Smith made it clear there was no legitimate basis for this accusation. The flooring replacement was approved at the October 2023 HOA meeting when the 2024 budget was approved.

Mr. Smith again asked all community members to request any needed information by emailing the board. The requested information will be provided to you. Please do not contact Ms. Hennessey for information.

A community member has stated that our board is incorrectly approving our annual budget. This community member believes the budget should be approved in January of the budget year. Ms. Hennessey has spoken to Mr. Steve Terry, CPA with Haigh, Byrd and Lambert, LLP. Mr. Terry confirmed that we are approving our yearly budget at the appropriate time. Otherwise, we could not write any checks in January until the budget is approved.

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

Community member(s) shared the following concern(s):

Resident comments:

Resident stated that our board, in his opinion, is spending money in a vague manner. Homeowners need to know the board is spending \$60,000.00 without telling the members.

Resident on Keg Court stated that some townhomes need gutter cleaning more often due to the number of trees close to some townhomes. This resident also has limbs from a neighbor's tree falling over her fence. Mr. Hup will investigate.

Resident thanked Mr. Hup and Ms. Hair for their help when she was injured while walking.

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

Mr. Mingle made a motion to approve the November minutes. Ms. Melton seconded the motion. The minutes were approved unanimously.

Treasurer's Report

Ms. Hennessey presented the End of Year financial report. Mr. Hup made a motion to approve the financial report. Mr. Foster seconded the motion and the board unanimously approved.

Colony I:

Ms. Van has sent a letter to the Fen Court resident and her attorney regarding the clean-up required around her home. Fines will begin on February 3 unless the clean-up is completed.

Colony II & III:

Ms. Stein reminded all residents to please not park on lawns.

Unkept lawns are being addressed by Ms. Stein. Homeowners have thirty days to respond and correct issues.

Ms. Stein shared that Code Enforcement was scheduled to come today to the Gem Court residence. Findings will be shared when available. Ms. Hennessey added, according to Attorney

Player, the next step for the Gem Court residence is Notice of Publication because the homeowner cannot be located. Foreclosure will move forward on the Keg Court residence.

Ms. Stein has heard comments regarding 'why' our community needs a HOA. Ms. Stein shared one easy example: view the residence on MacPherson Church road which has a vivid purple garage door, mailbox and house trim painted by the homeowner.

Grounds / Corral:

Mr. Hup stated all is good in the corral.

Grounds – Mr. Hup stated \$24,000.00 was approved for tree removal. The best of the three estimates he obtained was submitted by Prime Lawn and Tree Services, \$23,500.00 to remove, grind stumps and haul away 30 trees. Ms. Melton made a motion to accept Prime to do the service. Mr. Gaskell seconded the motion and the board unanimously approved.

Mr. Hup explained the history of the common grounds repair on Ewe Court. A previous board had approved placing chunks of concrete into a muddy hole caused by large trucks (garbage, delivery, etc.) not having enough room to clear the circle. The Hawks were paid to remove the concrete and replace with rock. Mr. Hup suggested we think about future needs of other courts in the community.

Maintenance:

Mr. Hup reported that all work orders have been completed. Mr. Hup will work with Mr. Foster to transfer the Maintenance duties.

Security:

Ms. Melton shared that trespassers came into our community recently and attempted many car break-ins. Ms. Melton is looking at the possibility of altering the guard hours a few evenings to have guards overnight. This activity seems to be occurring in several communities close to ours during the overnight hours.

Parking violations have improved. We seem to have the same few 'repeat' offenders and Ms. Melton is working to correct this. If anyone has a short-term visitor, please contact Ms. Melton for a visitor parking pass. Approved short-term parking is near the tennis courts.

Although we have offered many registration hours during September and October, we had about 40 residents that did not register their vehicles. Those not compliant were mailed a notice; however, we still have a few non-compliant residents. Fines are in place for those few.

Ms. Melton shared the monthly 'calls for service' from law enforcement.

Clubhouse:

Ms. Hair stated we need a new microwave for the clubhouse.

Bunco is scheduled for February 9th.

Ms. Hair shared she has rentals for February and May.

It has been suggested that we have Saturday morning 'coffee' time in the clubhouse for residents. Ms. Hair asked for volunteers to help with the events. Please contact Ms. Hair if you are interested.

Ms. Hair hopes everyone likes the new floor. Cleaning will take some time and the windows will also need to be cleaned.

Pool:

We still do not have anyone to volunteer for the pool duties. Mr. Hup stated that he may know someone and will investigate. Ms. Hair suggested that board members may take turns for the duties.

Website:

Mr. Mingle stated that our website seems to be working well. He asked that all board members continue to check and clear emails.

There was a question regarding the 2024 approved budget being included with the minutes on the website. Mr. Mingle stated that we never put the budget on the website. (The approved budget was mailed to all homeowners)

Special Projects/Playgrounds/Tennis Courts:

Mr. Gaskell shared that work will begin on the Fox Court fence repair within the next few weeks.

Mr. Gaskell is looking into the purchase of playground equipment replacement for the Lox Court playground. He is investigating the insurance requirements as well.

Old Business:

Mr. Smith shared the bids are forthcoming on the engineers for possible gate installation.

The wall under the windows upstairs in the clubhouse is crumbling. Mr. Hup/Mr. Foster will obtain bids for repair.

Ms. Van asked about the possibility of some type of covering for townhomes mailboxes to prevent the mail from getting wet when we have rain.

Mr. Smith informed all that the city will not pick up the small blue recycle bins. The city provided an opportunity to have them picked up free of charge. It is now the resident's responsibility to dispose of the bins.

Mr. Smith asked for newsletter items to be sent to him as quickly as possible please.

Mr. Smith thanked Ms. Hair for her coordination with the flooring replacement.

Adjournment:

Brian Gaskell made a motion to **adjourn at 7:51 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.

Resident(s) shared the following:

Drainage issue on Ale Court needs to be addressed.

Encourage residents to consider use of ring or camera doorbells.

Regarding 'volunteers' to take turns with the pool: we asked for board volunteers last year and we received no volunteers.

When addressing violations, please do not mention resident names.

Consider including the 'money spent' monthly into the monthly minutes.

Mr. Smith and Mr. Foster will continue to work on the internet installation in the clubhouse and possibly the guardhouse. Metronet continues to put us off.

Budget Info – December 2023: (provided by Ms. Hennessey)

December: Irri Tech \$ \$150.00 Winter Shut Off Spring Turn on, Lonnie Player \$712.50 Beginning Procedures for Foreclosure Keg Court, Meghan Hawk remove Playground Equipment \$500.00, Christmas Bonus \$100.00,

Money Market Reserve Account: 2024 Auto Owners Insurance Yearly amount \$9,874.00, Navajo Flooring Company Deposit \$ 6,100.00, for new flooring in clubhouse Approved by board at Budget meeting

Colony I: Gails Gutter Cleaning \$ 2,730.00, Repair steps Fen Court \$ 400.00 Gitto Enterprise, John Hyatt Repairs 4617 Keg Court Replace Pipe Boots, screws on Interior of Patio, Replace Rotten Wood \$644.00 Replace Shingles 4610, 4608, 4606 \$750.00 \$250.00 per unit

Paid Insurance for 2024 out of MMR to get discount if paid in full paid in full Insurance will be due again in December the reason for this is because we changed Insurance Companies. Did not transfer money to operating account because it will reduce budget amount for 2024 amount budgeted

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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Part 2

Three Colonies Homeowners Association Board of Directors Work Session

January 23, 2024

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.

Mr. Smith opened the work session and thanked all members for attending.

Mr. Smith stated that he has been made aware of an accusation regarding an alleged action of the HOA board. A community member accuses this board of replacing the flooring in the clubhouse without proper vote. Mr. Smith polled each member of the board regarding their recollection of the approval of floor replacement for the clubhouse. All members stated the proper voting procedures were followed. The new flooring was approved during the approval of the 2024 budget. The budget was explained by sharing each line item, to include the cost. This process clearly stated the approval of the budget included the clubhouse floor replacement, to include the cost. The budget was approved during the October 2023 monthly HOA meeting. Mr. Smith asked each person present to sign an affidavit declaring the approval occurred properly.

Mr. Smith shared that he was pleased to announce that a community member has requested to join the board in the open maintenance position. This community member (Mr. Pat Foster) has previous experience with our board in the maintenance position. Mr. Smith will share with Mr. Foster the changes in procedures regarding maintenance since he was last in that position. If Mr. Foster remains interested, the board will consider Mr. Foster at the January 2024 HOA meeting.

In the best interest of our community needs, Mr. Smith shared that we need to designate a person to act as a backup for our treasurer. Mr. Smith asked Ms. Pete Horne if she would serve in the backup capacity. Ms. Horne agreed as long as Ms. Hennessey is also in agreement.

Current projects needing completion:

Fencing along Fox Drive – Mr. Gaskell contacted Smelcher Fencing. Smelcher will honor their bid provided to us in the fall of 2023. No board member objected to moving forward with the previously approved fencing completion.

Playground – The board discussed the replacement of the playground equipment which was removed in the common area along Lox Drive. Ms. Hair and Ms. Van shared concerns regarding the equipment replacement. The board will put this project on hold pending further research.

Tree removal – The 30 trees needing immediate removal have been marked with an orange X. Approximately 20 additional trees will need to be removed within the next few years. The current tree removal was approved in the 2024 budget. Mr. Hup will share the bids at the HOA meeting on January 30, 2024.

Amendment Architectural Committee requirements for Colony II and Colony III – Mr. Hup stated it was his understanding we did not have restrictions in Colony II and Colony III. Other board members stated we do have restrictions. Mr. Smith stated we have a new amendment as on November 2023 and we will bring this to a vote at the January 2024 HOA meeting. No board member shared any disagreement.

Proxy votes – Mr. Mingle stated that if a membership proxy is not returned, the board can use missing proxy to vote as board majority determines. It was also stated to look at FAQ #16 (47F) that we (board) cannot use proxy.

Clarification of \$1,000.00 limit for each Area of Responsibility – The board discussed the use of funds for community needs. All expenditures of \$1,000.00 and above require bids. Expenditures below \$1,000.00 do not require bids/approval as long as the area needing use of expenditure has the financial budget to allow the purchase. Several members shared that although the board may not need to vote, it would be considerate to make the board aware of the purchase/expenditure. Mr. Hup shared that the resident concern brought forth regarding Ewe Ct has been repaired. It was less than \$1,000.00.

Parking – Mr. Smith plans to conduct a utilization study of our parking needs.

Mr. Mingle asked for a board member to ‘shadow’ him and become aware of the process to maintain the website. Mr. Smith will work with Mr. Mingle.

A board member suggested we consider holding Saturday morning ‘coffees’ for the community. Ms. Hair asked for volunteers to help with this endeavor.

Mr. Smith requested all agenda items to be sent to him not later than Wednesday before the following Tuesday HOA meeting.

Mr. Smith adjourned the work session at 8:58 PM.

Minutes taken by Pete