

Country Club Heights HOA Board of Directors Meeting
January 10, 2024

The meeting was called to order by Kyle at 7 pm.

In attendance: Board – Kyle Dickson, Mike Daniels, Catherine Fletcher, Linda Wieland

HOA Members: Mike McDonald

The minutes were read and approved from the Special Board Meeting October 25, 2023.

Reports of Committees:

Architectural: Mike McDonald stated that Mike Daniels shed placement was approved. He stated that the Architectural Committee still has to meet to discuss The Waterwise Landscaping Act and discuss guidelines and plans in accordance with the state's request that we have 3 pre-approved low water planting landscapes on file. There are plans on the state's web-site that we can choose 3 from. Mike also stated that he has not heard from James and perhaps he should be contacted to see if he is interested in staying on the committee.

Irrigation: Mike Daniels stated that we need to replace a pump. He has obtained a quote from Scot (our pump man) regarding the cost of a new pump.

Reports of Officers:

President – please reference new and old business

Vice President – please reference new and old business

Treasurer – our bank balance on hand as of 12/31/2023 was \$20,274.21. Cathy reported that she has pre-paid the water bill for 2024.

Old and Unfinished Business:

Taxes: Kyle has filed our tax statements for 2019 – 2022. So far, we have not heard from the IRS. It was determined by the Board that we did not need to confirm receipt or follow up. We will wait, have patience, and see if we hear from them.

Responsible Governance Policies: Kyle has not heard from our attorney. He will call Wilton for an update. We would like to have this finalized before the annual meeting.

New Business:

Financial Review – Ed Wieland has performed a review of the 2023 financial statements and bank records. There were no errors and the accounts balanced. He sent the records to Susan Dickson for her review. Ed recommends investing our operating surplus funds for better returns, i.e., money markets. We need to ask Ed and Susan for a written statement of the results.

Reserve Fund Policy – Kyle provided information on a Reserve Policy and stated that the CCIOA requires that we have a Reserve Fund Policy. This means policies and procedures relating to the investment of reserve funds. After discussion and some changes, by unanimous vote of the Board, the Reserve Funds Policy was passed.

Fence Reserve Fund Study – Kyle presented a study prepared in the event we need to replace the wooden fencing along 27 Road. The study included a visual inspection, an estimation the fences' remaining life, and a list competitive bids for the materials and labor. The reason for the study is to prepare a funding plan to cover expenses without the need for a special assessment levy upon the membership. The study is based on physical inspection and financial analysis. After discussion and some changes, the Board unanimously approved a Fence Reserve Fund.

Power Point Presentation “2024 CCHHOA Annual Meeting - Kyle presented an in-depth power point he prepared for the 2024 Annual Meeting on the issues the HOA needs to address for the 2024 year. The highlights of the power point can be found in the posted Agenda for the BOD meeting.

Annual Meeting - The annual meeting has been set for April 11, 2024 at 6 pm, at Kyle's home. An agenda was established.

1. Presentation on the Japanese Beetle (by Teresa Nees)
2. Election of Officers
Treasurer nominee – Cathy Fletcher
Other Vacancies?
3. Power point Presentation “2024 CCHHOA Annual Meeting
4. RGPs
5. STR Amendment – vote to pursue amendment and pay expenses
6. Reserve Funds
7. Annual Dues – vote on Board recommendation to increase to \$650
8. 2024 Budget Approval
9. Annual required disclosures – to be prepared and distributed to membership before Annual meeting.

Means of Distribution of Annual Meeting Materials:

1. Mail and hand delivery
2. Cover letter
3. Agenda
4. Notice of emailing
5. Information on topics to be voted on
6. Disclosure information
7. Copy of ballots

8. Voting proxy form

The meeting was adjourned at 10:20 pm.

Minutes Respectfully Submitted,

Linda Wieland, Secretary CCHHOA