

MEETING MINUTES

October 28, 2020

- I. **CALL TO ORDER:** President Dale Smith called the meeting to order at 6:10 p.m. via Zoom Videoconference.

ROLL CALL:

Directors Present:	Dale Smith	<i>President</i>
	Dafina McCree	<i>Vice-President</i>
	Sam Miller	<i>Treasurer</i>
	Sara Lombardo	<i>Secretary</i>
	Rudy Di Massa	<i>Director</i>
	Bill Swars	<i>Director</i>
	Norman Hill	<i>Director</i>

Management: James Hofmann *Division Executive Vice President*

- II. **OPEN FORUM:** The following items were topics of discussion.
Homeowner would like the Board to review driveways and prioritize which driveways are in need of repair.
- III. **APPROVAL OF MINUTES:** *September 23, 2020 – A motion was made to approve the minutes as amended. Resolved: Approved, 7-0*
- IV. **COMMITTEE REPORTS/MINUTES:**
- A. **Finance and Insurance Committee (9/16): Resolved: Approved 7-0**
 - B. **Architectural Control Committee (10/6): Resolved: Approved 7-0**
 - C. **Landscape Committee (10/13): Resolved: Approved 7-0**
 - a. **Landscape Committee Appointment:** *A motion was made to appoint Teri Todd to the landscape committee. Resolved: Approved, 7-0*
 - D. **Website Committee (9/14, 9/21, 9/29, 10/5): Resolved: Approved 7-0**
 - a. Sara Lombardo presented the new website.
 - E. **Pool Committee (9/21): Resolved: Approved 7-0**
- V. **FINANCIAL:**
- A. **Monthly Financial Statement:** The financials dated September 30, 2020 were reviewed and accepted. The debt to River City Restoration (RCR) will be paid in full with the next payment and the association will begin to rebuild the reserve account.
 - B. **Reserve Expense Forms/September 2020:** The expenses for the September reserves were reviewed.

C. Treasurer's Report:

- a. **Water Conservation/Cost Reduction Plan:** A **motion** was made to assemble a sub-committee of F&I and Landscape Committees to map the community's irrigation system and look for ways to control and save water. **Resolved: Approved 7-0.**
- D. **Collections:** Acct #914318 - A **motion** was made and seconded to approve a lien for assessment of past dues. **Resolved: Approved 7-0.** At Manager's recommendation the owner's request to waive fees/interest was moved to Executive Session.
- E. **CPA Engagement Letter:** A **motion** was made to accept the Engagement Letter submitted by CPA, Levy, Erlanger and Company LLP to review the balance sheet and related statements for a cost of \$2,495.00 and income tax preparation fees estimated to be \$495.00. **Resolved: Approved 7-0.**
- F. **Draft Budget:** A **motion** was made to accept the 2021 annual budget as presented. **Resolved: Approved 7-0.**
- G. **Comcast Contract:** Sam Miller reported that he and Walter Samodurov (F&I Chair) met with Comcast regarding the member's cost benefits and pricing levels as provided for in the Comcast contract. The Comcast representative will pass the questions to their executive level for response.

VI. UNFINISHED BUSINESS:

- A. **Maintenance Waiver/Deed Recording:** The Board suggested forming a small committee to review the process.
- B. **Gas Cards:** Sam Miller & Dale Smith will review getting a debit card by the first of the year.
- C. **Trail Repairs:** Norman Hill reported that the two major root invasion areas on trails near Castillo & Toluca are repaired. Next month the groundskeepers will commence repair work on 6 to 10 additional root intrusion areas on trail sites throughout the community.

VII. NEW BUSINESS:

- A. **Architectural Control Applications.**
 - a. **6906 San Angelo** (Pollan - #189) • New front door: **Resolved: Approved 7-0 as submitted.**
- B. **Architectural Applications/Office Approvals:**
 - a. **6920 Navarro** (Batson - #191) Courtyard deck/wrought iron gate: **Resolved: The courtyard is the owner's responsibility. The wrought iron gate: Approved 7-0.**
- C. **Architectural Committee – proposed new name and guidelines change:** The committee was interested in changing the Architectural Control Committee to the Architectural Alteration Committee as well as modifying the guidelines for architectural changes. Changing an executive committee name/guidelines would require the revision of the governing documents. More review needed on the guideline's changes. *No action taken at this time.*



D. Landscape Concerns: Status of concerns and applications:

a. **6905 Vera Cruz – Committee Review.** During last month’s board meeting the Board approved the homeowner’s appeal to remove the ivy behind the home and sent the issue back to the landscape committee to recommend replacement plantings. The landscape committee reviewed and recommends removing the ivy with no replacement plantings (no available water source in the area) and allowing the area to return to the natural oak understory of leaf mulch. During discussion it was noted the ivy borders several homes. The board recommended sending the issue back to Landscape committee to check with those affected homeowners about removing the ivy behind their homes.

b. Landscape Concerns – Recommended Board Action:

i. **L187/7003 Calexio** • Landscape renovations: **Resolved: Approved 7-0 to approve as submitted**

The following applications were reviewed and ratified: Resolved: Approved 7-0

ii. **L188/6903 Monticello** • Plantings/Trimming

iii. **L189/6810 Madrea Ct** • Removal request

iv. **L190/6329 Monteverde Ln** • Steppingstone installation

v. **L191/6906 San Angelo** • Trimming/Irrigation

vi. **L192/6924 Monticello** • Landscape renovations

E. Intent to Rent Applications: *No applications presented*

F. Insurance Renewal – 2020/2021. Board requested that Manager obtain clarification on insurance deductibles and vehicles coverage. Once clarification received, Board will schedule an Executive Session before November 11 to vote on insurance coverage.

G. Construction Manager: The Board authorized seeking a construction manager to coordinate upcoming construction projects.

H. Discussion of Board Meeting Dates in November & December: The November Board meeting will be held November 18. The Annual Member’s meeting will be held December 9. Ballots for the upcoming election for two Board seats will be mailed to all members on November 6. Election results will be tabulated during the December meeting.

I. Member Correspondence:

- a. 6924 Monticello/Ramada: Management reported that the ramada was removed during the property sale by the real estate company. The Board had no involvement or knowledge of this event. This is an issue to be resolved between the buyer and seller.
- b. 6926 Monticello/AC unit: Dale Smith reported that this issue has been resolved between the homeowners.
- c. 6305 Monteverde/Front entry maintenance request: Sam Miller and Dale Smith will review the options of moving or uprighting the hitching post.

VIII. EXECUTIVE SESSION REPORT: The Board adjourned to Executive Session.

IX. ADJOURNMENT: There being no additional business to discuss, the Board motioned to adjourn the meeting at 8:17PM

Respectfully Submitted and Prepared by:

Melissa Bell | General Manager
Sara Lombardo, Board Secretary
Crosswoods Homeowners Association

I do hereby certify that the foregoing is a true and correct copy of the Minutes of the Crosswoods Board of Directors Meeting and as approved by the Board Members in attendance of a duly noticed Board meeting.



Board Secretary Signature

10/29/2020

Date