

**PARKSIDE AT GOVERNOR'S RANCH HOMES ASSOCIATION
MINUTES
Thursday, October 18, 2018**

Call to order: Until the election of officers, the meeting was called to order at 2:04pm by Secretary-Treasurer, Linda Melphy at Jerry Chamberlin's house. Board members present: Jerry Chamberlin, Linda Melphy, Lori Shields, Kelly O'Connor and Kathleen Carothers. Also present, Kevin Lavene, HOA Manager.

Election: The following officers were elected and liaisons appointed:

Linda Melphy, President, Snow Plow Liaison and Newsletter/Communications
Jerry Chamberlin, Vice President, Capital Improvements and Gate Liaison
Kelly O'Connor, Treasurer, Design Review Committee Liaison
Kathleen Carothers, Secretary, Hospitality and Beautification Liaison
Lori Shields, Director, Social Committee Liaison/Special Projects
The meeting was then turned over to Linda Melphy as President.

Open Forum: No homeowners present.

Minutes: Board reviewed minutes of Regular Board Meeting held September 19, 2018. Jerry made motion to approve; Lori seconded; three members approved; two (new) abstained; minutes approved as written. Board also reviewed minutes of the Annual Meeting held October 17, 2018. Jerry made a motion to approve; Kathleen seconded; all in favor. Minutes approved as written.

Financial Reports: The September 2018 financial statements were reviewed by the Board. Motion made by Jerry, seconded by Lori, to approve financials. All voted aye; motion carried. Linda verified the funds from her online review of accounts. She will transfer the working fund reserves to replacement reserves and close the account before the next meeting. Linda will take Kelly to the bank to place her on the account with signature authority. Kevin verified all Board-requested transfers have been completed.

Committee Reports:

Social: Linda Melphy

- Annual meeting well attended. Buffet was exceptional.
- Christmas tree lighting waiting on actual location. Could do in street instead. (Tree lighting done at no cost to HOA)
- Holiday party (Dec 12) format will evolve, but don't know whether potluck or cocktail party. Unlikely to have catered.
- Add note to newsletter: If resident needs a ride to an activity, call a Board member to arrange.

Communications: Linda Melphy

- DRC guidelines: three updates approved; two pending issues to be sent to Board to review for next meeting; need to include section on damage done to streets being the responsibility of the homeowner when redoing driveways, truck damage to the streets and sidewalks as well as a need for an asphalt patch back.
- Minutes will be taken in the future by Kathleen as Secretary. Brief description of responsibilities and time to train.
- Updates to Parkside section on GRHOA website in progress.

Design Review: Jerry Chamberlin

- Issues with one resident have now been addressed. Only one left from DRC walk through and is in progress.
- Kevin will be taking on DRC adherence and letters after Annual Meeting, working with DRC; will be doing monthly walk through.
- Our protocol was clarified; if there's an issue, offer help; if refused, then warning letters, then fines.

Hospitality/Beautification: Linda read a report from Kathleen Jameson for the transition

- Hospitality: JoAnn DeMoro is chairperson and when notified, will send sympathy (people/pets) and get well cards. Kathleen Jameson will continue to supply the cards. Death notices to go on the bulletin boards for services.
- Beautification: Kathleen to call Karen regarding wreath storage. Wreaths need repair. Gloria Yaezel will need to know budget for 2019; Kevin to provide information on wholesale source for flowers.

Special Projects: Lori Shields – nothing to report

Capital Improvements and Gate: Jerry Chamberlin did a brief history on streets; no work needed for 2019; focus should be on building Reserves. Suggests letter to residents after reserve study with action plan and schedule for dues or special assessment.

Unfinished Business:

- Board motions made and passed by email on 10.03.18 need to be ratified at this meeting. Per Amendment per Article V, Section 14 enacted on 10.03.18, the Working Capital assessment for 2018 will be \$300. Email motion 10.03.18 by Linda, seconded by Jerry. All in favor. Motion passed. Motion to ratify by Jerry, seconded by Kelly. All in favor. Motion ratified.
- Motions by email on 10.03.18 also included one for fund designation for Working Capital assessments after collection. The assessments will be deposited in reserves. Email motion 10.03.18 by Linda, seconded by Jerry. All in favor. Motion passed. Motion to ratify by Jerry, seconded by Linda. All in favor. Motion ratified.
- Kevin sought clarification for his status letter on special assessments; Board decided formal reserve study to be done first.
- Reserve study to be done early 2019. Seven week turnaround. Budget as reserve expense to be done every five years.
- Snow plow contract: Jerry made a motion to have Kevin sign the contract with Emerald Isle to do the snow plowing. Kathleen seconded. All voted in favor; motion carried. Costs are in line with other snow plow companies.

New Business:

- Budget: Kevin presented his revised 2019 budget for review and discussion; adjustments made and reserve study added. Change in tax preparation firm planned. Final version should be approved at November 14 meeting. Letter to residents needed before end of month. Send copy of last year's letter to residents to Kevin to tweak. Linda to add changes as recommended.
- Grant Park: Jerry explained the approved changes and advised that the plans are on the Foothills website.
- Nov Meeting: It was decided to move the Nov 21st meeting to Nov 14, 2018 at 4 – 6pm. Linda will check clubhouse for availability. A notice of the date change to be posted on the bulletin boards.

Adjournment: Motion made by Jerry to adjourn at 4:45 pm; seconded by Kelly. All in favor. Motion carried.