

**09 Nov 2022 – Glennstone HOA Board Meeting Minutes
6-7pm EST**

Attendees: Willa Allen, Jamie Kocour, Kelsey Shaffer, ReShockie Furnace, Derek Hagans, Lorraine Airall

I. 2023 Meetings Schedules

A. Quarterly (4) Board Meetings the 2nd Wednesday at 6pm of the months January, April, July and October

B. Community Meetings (2) in the months of May and September, with the fall/September meeting being the "Annual Community Meeting"

II. Board Expectations (per year)

A. Minimum quarterly meeting attendance of 2

B. Minimum community meeting attendance of 1

C. Minimum community event attendance of 1 (if events take place – e.g. neighborhood clean up) *Attendance for the entire event duration is not required

D. If possible, maintain Board members range of 8-12 max (per the by-laws)

III. Board Interest (ACTION ITEM)

A. Do you want to remain a Board member?

B. If you are remaining a Board member, would you like to be considered for an office in 2023? (President/Co-President available)

C. Inform current Board members that no reply by **January 1, 2023** absolves them of their duties

IV. Request(s) of Trac Management (ACTION ITEM)

A. Create survey template/s via Doodle Poll for tracking of Board member responses to future votes of any kind (e.g. ad hoc meeting requests, home improvement applications, etc.)

B. Future voting requirements to include:

1. *A quorum of Board member responses for approval/denial of home improvement applications*

2. *A deadline for voting*

V. Review of Agenda Topics

A. Voted to approve minutes from meeting on 10/24/2022

B. Voted to increase HOA fees to \$250, and including clear/concise/succinct language as to why in the notice (e.g. Proactive Planning and/or Building Pond Maintenance Reserves) **(ACTION ITEM)**

C. Discussed HOA balance enforcement options **(ACTION ITEM):**

1. *Trac Management to ask attorney if past due notices can be sent to both the home owner AND tenant (for awareness ONLY)*

2. *Notices should be sent out no later than **November 31, 2022***

3. *Next step after notice would be letter from attorney. If letter from attorney is received, then payment arrangements must be made through the attorney*

4. *Letter from attorney should include language about possible next steps (i.e. a lien could be placed on the property)*

5. *Letter from attorney should also include information on support services: <https://nchaf.gov>*

D. Election of Officers

1. *Willa Allen & Jamie Kocour to remain Co-Presidents unless another Board member(s) want to take on the responsibility*

2. *Kelsey Shaffer, Treasurer*

3. *ReShockie Furnace, Secretary*

E. Holiday Decorations **(ACTION ITEM):**

1. *Kelsey Shaffer to create flyer with the following details for Trac Management to distribute*

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a. Decoration Donations and/or Volunteering to Decorate will occur on **Sunday, December 4th**

b. Drop holiday donations off at the gazebo between 8am - 1pm on Dec. 4th

c. Board members and community volunteers can meet at the gazebo at 1pm on Dec. 4th to help decorate