

**Tiara at the Abbey Monthly Trustee Meeting Minutes – December 2024**  
**(held on 1/2/2025 due to holidays)**

**Teams Meeting – 10:00 a.m.**

**Attendees: Doug Groom, Larry Womack, Mike Ried, Paula Beier**

1. **Holiday Decorations** – Beier family will get the decorations down by 1/7/2025 (weather permitting).
2. **Entrance Spotlight** – Status on getting the spotlight repaired at first entrance? Paula to reach out to Ernst for electrician reference (reached out on 1/3/25).
3. **2024 Financials** – Ernst has provided November financials, Paula reviewed expenses incurred since last meeting with Trustees. Paula will review December once received (since completed as of 1/4/25), provide any insights, and incorporate year end results into the 2024 budgeted versus actual and 2025 proposed budget. Trustees agree to have Ernst apply pre-paid credit balances to those (about 27 homeowners) who still owe an assessment balance. We will then have Ernst send reminder notices for balances due (there are 25 homeowners who still owe for the 2024 Annual + Special, and 76 homeowners who still owe for the 2024 Special. There are two homeowners who owe for past years to the tune of about \$600).
4. **2025 Proposed Budget** – Draft of the proposed 2025 budget reviewed. Need December 2024 results from Ernst to finish proposed to actual variances. For 2025, assumed a Special Assessment (\$100) in addition to the \$195 Annual Assessment. Expenses include \$8,500 for impending dam repair. Also increased legal expenses, insurance expenses, management company fees slightly, and added holiday decoration expenses. A proposal to permanently increase the Annual Assessment to \$295 will be made in the 2025 annual meeting, to begin in 2026 in lieu of continuing special assessments year over year.
5. **Deferred to January meeting (ran out of time in December meeting) - Ground/Lake Maintenance RFP's** – *Attached is a draft Request for Proposal (feedback?)– Do we want to have lawyer review the RFP? Need a map of common grounds. Do we have one? Need to move quickly to work through 'solicitation to selection' before April. Who wants to take the lead on this? Also, there is another potential bidder to add to the list Ernst provided.*

6. **Dam Repair** – Mike advised that the vendor has visited numerous times to evaluate the situation. To date, the weather has been too cold, the water has been too high, and the rain has been too frequent to complete the treatment resulting in a delay in the repair. Mike continues to communicate with the vendor and will advise when the repairs can be completed.
7. **Restock Pond** – The board will pursue restocking the pond when the weather warms.
8. **Election** –
  - a. There are two new candidates, in addition to Mike (as incumbent looking for re-election).
  - b. Going with proxy voting based on legal opinion to ensure transparency and provide for wider participation.
  - c. Proxies will be mailed with the proposed budget and annual meeting agenda.
  - d. Process
    - i. Mail proxy ballot with the budget/annual meeting notices by 2/14.
    - ii. Proxy votes received back by 7 days before the annual meeting.
    - iii. Ernst will collect in person votes in the meeting and add them to the proxy ballot results.
    - iv. Ernst will compile the results in the meeting and announce those candidates with the majority votes.
    - v. Doug will work with Renee on the identification key system to ensure a secure election.
    - vi. Paula will ask if Ernst has a proxy ballot template (Asked on 1/3/25).
9. **P.O. Box** – *Did we return the key to Pevely P.O.? No. Barry has not delivered the key to Mike or Doug yet...Doug to pursue.*
10. **Violations** – Status/any new issues
  - a. *A Bobcat has been removed by homeowner. This can be closed. (Indenture 36/39)*
  - b. *Homeowner with trash cans – No action. The homeowner has corrected the situation after discussion. (Indenture 30)*
  - c. *Send an initial notice regarding car parked in backyard. (Indenture 36/39)*
  - d. *Send an initial indenture violation letter regarding the missing garage brick/trim and the structure in the backyard, also a pet complaint. (Indenture 18, 27, 29, 32, 34)*

- e. *Send a second notice for commercial vehicle repeat offender. (Indenture 35)*
- f. *Send a second notice about Commercial vehicle repeat offender/park in street. (Indenture 35/37)*
- g. *Send a second notice about 4 trash cans, repeat offender. (Indenture 30)*
- h. *Complaint about vehicle, no plates, no grill has not moved in months. No action - advise concerned party to contact City of Pevely.*

#### **11. Indenture Revisions –**

- a. *Adding more to proposed budget for repeat violation related legal services.*
- b. *Discuss in January Meeting –*
  - i. *Who to work on revisions?*
  - ii. *Pursue an immediate change to make the Annual \$195 (or \$295 if approved in annual meeting) versus \$95 (there is an error in the current indenture version).*
  - iii. *Update in Annual meeting.*

#### **12. Incorporation/Deeds - Update on process for incorporating/not incorporating/ property deed changes**

- a. *Progress has been made by lawyer in getting the property deeded properly.*
- b. *Once complete, can move forward with incorporation next steps.*

#### **13. February Annual Meeting**

- a. *Craft letter/agenda for H.O. meeting in February/March 2025 – Paula will take the lead and draft a letter for all to review.*
- b. *Timeline:*
  - i. *Proposed Budget Approved by 1/15 (Wednesday)*
  - ii. *Must mail summary trustee approved/proposed budget to all homeowners by 2/14 (Friday)*
    - 1. *Include Proxy for Trustee Election. Would meet the 10-day notice requirement – however, we must get proxies back in time to tabulate. Will allow e-mail or U.S. postal service hard copy submissions.*
  - iii. *Annual Meeting – Must be sometime between 2/28 (Friday) and 3/16 (Sunday) – Need to check with Ernst and schedule at Pevely City Hall*

#### **14. Other?**

#### **15. Meeting adjourned.**