

Tiara at the Abbey Board Meeting Minutes – June 2024

Agenda items

- I. **Call to order** - Barry F. officially called meeting to order. Doug G. reviewed agenda items to be covered.
- II. **Roll call** – Barry F., Doug G., Larry W., Mike, Paula B2 in attendance
- III. **Approval of last meeting's minutes** – Not Applicable. Paula has agreed to act as note taker for trustee meetings prospectively.
- IV. **Open issues** – See Agenda.
- V. **New business** –
 - I. **Introduction of Two New Interim Board Members.** Paula B. (retired/business executive/30 years operations experience). Larry W. (IT professional/previous HOA experience at another subdivision).
 - II. **Board Meetings** – Monthly meetings prospectively. Ad hoc meetings will be scheduled as needed.
 - III. **Board Members Term Expiration** – 5 board members is optimal, however there has been a lack of interest at the previous 4-5 annual meetings, no one ran or volunteered prior to Harold B. in 2023. Board members had to be appointed to fill this gap, many were asked to volunteer and said NO. After Bill passed away and Allen S resigned in 2022, we ran with only 3 members total Groom, Fondaw and Tanner due to lack of interest. Radcliff was also appointed and resigned 2024. Paula to create a table of current Trustees and respective 3-year terms/expiration.
 - IV. **Grass Cutting Management** – Prospectively, the invoices from the vendor will be managed through the new management company, (new management company). Barry has secured approval from the grass cutting vendor to defer payments during the transition to the new management company. Once (new management company) assumes responsibility and we transition books and records, invoices should go from the vendor directly to (new management company) for handling. Barry will be the primary signatory once the invoices are reviewed by (new management company), and Mike and Paula will be the two secondary signatories to support invoice review and payment. Barry provided the contact information for the vendor to Doug. Doug to provide the vendor information to (new management company).
 - V. **City & Village Annual Dues Report** – Report received from City & Village (but lacking information). Report includes those constituents owed a refund, those with a zero balance (e.g., paid up), and those with a balance outstanding. Trustees will need to get books and records to transfer to the new management company. Doug to discuss with City & Village. At some point, the indentures will need

Tiara at the Abbey Board Meeting Minutes – June 2024

to be updated, as they are currently hard coded with a \$195 assessment, and that is no longer sufficient or reasonable to cover the expenses.

- VI. **Modification Requests** – Prospectively, modification requests should be sent to the management company. Need to establish a protocol with (new management company) that works for Trustees. (new management company) can provide those to Barry for review with the Trustees and to obtain approval/rejection.
- VII. **New Management Company Needs** - Barry to check with County Clerk for filed copy of the indentures/covenants/bylaws/rules & regs/amendments/addendums. We need to get the latest version of the indentures with amendments/addendums on the web page. (new management company) needs books and records from City & Village. New management company to handle prospective violation notices – determine if they have a standard/legal form and what the process will be for managing violations. Discussed that there are not any current compliance matters with corresponding letters (although we do have past due annual HOA fees outstanding). Discussed there are no active liens. Discussed the idea of having the new management company craft a letter to the constituency (introduction, any relevant processes, contact information, etc.).
- VIII. **Next Communication with Constituents** – As a follow up to the letter from the Trustees to all constituents, need to discuss next steps (update on new management company, next subdivision meeting timeframe (September be ready???), response to accounting records/budget, any other relevant outstanding issues from previous meetings, etc.). Discussed livestreaming the meeting for those who would like to attend but cannot or do not want to be there in person.

VI. Adjournment

Open/Action Items Were Assigned to Be Worked Before Next Meeting in August

Tiara at the Abbey Board Meeting Minutes – June 2024



Location: Barry's Home



Date: 6/19



Time: 5:30 p.m.