

## Minutes SBHOA Board Meeting August 1, 2024

Present: Board Members: Karen Sheek, President, Marilyn Zion, VP, Sally Planalp, Secretary, Cindi Elliott, Member, EJ White, Ex-Officio; HOA Members: Buford Greenfield, Brad Ray, Dominique and Ryan Hancock

### Announcements:

- The second 2024 Member Meeting of the HOA is scheduled for October 19, 9am.
- Open Board Meetings are scheduled for the first Thursday of the month, 6pm in the Clubhouse.

**Procedures:** In order to make Board and Member meetings more efficient and give everyone an opportunity to speak if desired, meetings will now follow Procedures for the Conduct of HOA Meetings that were adopted by SBHOA on 10/8/2022 following COHB22-11.37, excerpted at the end of this document.

**Review of the Nomination Process:** To avoid the chaos of the Board elections that occurred at the last Member meeting, the Board is instituting a more extensive process of nomination and consideration. First, a call will go out to all Members to run for election to the Board. Second, all interested and eligible Members are asked to submit a brief bio to be circulated to all Members. Third, a ballot will be made available to be returned either before or during the February meeting.

**Budget:** Treasurer White will develop a budget for 2025 after the amendment to the Bylaws passed to change the fiscal year to match the calendar year. The proposed budget will include a substantial increase in dues because of anticipated increased expenses, the need to continue to develop reserves for streets and emergency expenses, and the vote in the previous meeting to accept the Clubhouse deficit of ~\$5/mo. per residence. The Budget does not require approval by Members but can be vetoed by 51% of members voting. If vetoed the budget reverts to that of the previous year, although none of the largest expenses are discretionary (water, landscaping, street repair), and dues are a Board decision.

**HOA Board 101:** An information session is planned at the time of the October meeting to deepen Members' understanding of the roles, responsibilities, and legal requirements of the Board as a whole and of the Officers. Any members who plan to run for election to the Board are strongly encouraged to attend. Current Board members will be present, but so will any former Board members who are able to participate.

**Letter to Residents:** The Board discussed the content of the "Letter from the Board" to go out with the mailing for the October Member Meeting. Planalp supplied an ongoing draft to include the new Board Member nominating process, the Board decision about 2025 dues. Landscaping updates and accomplishments for the year will be addressed, and yet another plea will be made to get email addresses for mailings to save postage.

**Board Role Descriptions:** Planalp presented a draft of Board Officer descriptions. Sheek also provided information on the importance of the Board and other items that will be incorporated.

**2025 Projects:** Tree trimming may be needed, and Ryan Hancock volunteered to assess whether it was needed this year or could wait until next year and if the trees needed fertilizer or iron supplements. The landscaping contract with Wood is in its second year; alternatives will be considered. Street repairs may also be needed; Eberhart will be consulted. The last crack seal was done by the City for \$7K, but Sheek indicated that it is very unlikely they will do it again. The state of the gazebo was discussed, particularly whether it is safe to use and the cost to repair. The Board is concerned that the gazebo is being promoted as part of the Clubhouse venue despite safety concerns. This issue will be discussed in a future Membership meeting. Sheek proposed an overall assessment of the irrigation system to lay out a long-range replacement plan.

**Financial Issues:** The decision was made to renew the CDs at Dolores State Bank for the street and reserve funds. If the funds are needed, some months of interest would be forfeited. EJ White resigned from the Board but is willing to continue as Treasurer for the HOA (consistent with the CCRs).

**October Annual Meeting Agenda:**

- Share the Nomination process; how it will work; timeline
- Review budget; how we arrived at the increase in the assessment
- Approve the budget for 2025
- Brad Ray asked that speed limits be considered.
- Presentation: HOA Board 101 (information about the role, responsibilities and importance of the HOA Board; former Board members to be included)

Some of these items will be shared in the Community Letter from the Board but will also need to be explained at the meeting with opportunity for questions.

The Board discussed taking care of business as quickly as possible at the October 2024 meeting to allow time for the HOA Board presentation. This is important for residents and essential for those contemplating running for the Board.

**Member Input:** Ryan Hancock suggested having the city put a metal guardrail along the section of 7th Street where our fence has twice been destroyed. Sheek made a call to the city, and they promised to send an engineer to check the feasibility and evaluate the cost (guardrails are apparently expensive, and a guardrail along this section of road was not budgeted). No response yet. Sheek suggested that Ryan put the replacement of the split rail fence on hold until we hear something, though he would still like to reinstall that section of fencing. There was an extended discussion between Board Members and the Clubhouse Manager about issues related the previous meeting of the Board and the Clubhouse Committee and relations between the two.

**Executive Session:** The Board then moved to Executive Session to discuss candidates to replace White on the Board. The Board is authorized to appoint replacement Board members for unexpired terms.

**Procedures for the Conduct of HOA Meetings (excerpted)**  
**Adopted by SBHOA on 10/8/2022 following COHB22-11.37**

- (1) All Owner meetings shall be governed by the following rules of conduct and order:
  - (A) The president of the Association or designee shall chair all Owner meetings.
  - (B) All Owners and persons who attend a meeting of the Owners will sign in, present any proxies, and receive ballots as appropriate.
  - (C) Any person desiring to speak shall sign up on the list provided at check in and indicate if he/she is for or against an agenda item.
  - (D) Anyone wishing to speak must first be recognized by the chair.
  - (E) Only one person may speak at a time.
  - (F) Each person who speaks shall first state his or her name and address.
  - (G) Any person who is represented at the meeting by another person, as indicated by a written instrument, will be permitted to have such person speak for him/her.
  - (H) Those addressing the meeting shall be permitted to speak without interruption from anyone as long as these rules are followed.
  - (I) Comments are to be offered in a civilized manner and without profanity, personal attacks or shouting. Comments are to be relevant to the purpose of the meeting.
  - (J) Each person shall be given up to a maximum of three minutes to make a statement or to ask questions. The Board may decide whether or not to answer questions during the meeting. Each person may only speak once. Yielding of time by a speaker to another individual shall not be permitted. Such time limit may be increased or decreased by the chair, but shall be uniform for all persons addressing the meeting.
  - (K) All actions and/or decisions will require a first and second motion.
  - (L) Once a vote has been taken, there will be no further discussion regarding that topic.
  - (M) So as to allow for and encourage full discussion by Owners, no meeting may be audio, video, or otherwise recorded. Minutes of actions taken shall be kept by the Association.
  - (N) Anyone disrupting the meeting, as determined by the chair, shall be asked to "come to order." Anyone who does not come to order will be requested to immediately leave the meeting.
  - (O) The chair may establish such additional rules of order as may be necessary from time to time.