

Deer Park HOA Board – Regular Meeting Agenda

- Meeting Date: January 23, 2014
- Attendance (minimum of 3 required)
 - President - Kent Kading
 - Vice President - Peter Hawkes
 - Treasurer - Justin LeRoux
 - At-Large / Maintenance Chair - Bob Hathaway
 - At-Large - Kashif Nadeem
 - At-Large / ACC Position #1 - Luiz Camargo
- Review of Prior Meeting Minutes and the Status of Any Open Projects or Activities (Secretary)
 - The Board discussed the need for completing the review of CCREs, Bylaws and Articles of Incorporation to update the language to reflect current methods/technologies... e.g., use of the internet to vote, communicate, etc. This effort began under the prior Board members. Assignments will be made to update these documents, receive legal review and approval by the HOA members. Further consideration will be given to revisit the prior effort to add a penalty fee structure to the CCREs to allow the Board to fine members who do not comply with HOA requirements vs. taking the member to court.
 - A specific activity that was being considered by the prior Board was to have an arborist inspect the trees in the Common areas to verify tree health. Michael King (our new Secretary) has been involved in this effort, but was unable to attend the meeting. The Board will discuss with Michael King to understand the status and implement a path forward.
- Financial Status Report (Treasurer)
 - ~75% of HOA members have submitted their annual HOA dues to date.
 - An email reminder was sent out to those who have not paid on January 18th by our Treasurer - Justin LeRoux. A late fee of \$25 applies after January 30th.
- Maintenance Activities Report (Maintenance Chair)
 - Bob Hathaway - our Maintenance Chair – needs to obtain a copy of the latest common area maintenance agreement with Signature Landscape Services to understand the expected services to be provided. A request will be made to Michael King our Secretary to provide Bob with a fully executed copy of the agreement.
 - Spring Dumpster Days will likely be scheduled in May. Need to ensure adequate communication and time is provided to HOA members to save the date, and look for volunteers (perhaps youth looking for community assistance hours) to support the effort.

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- Summary of ACC Actions Since Last Meeting (ACC members)
 - No issues (i.e., proposed ACC actions or complaints) noted or reported at this time.
 - The Board did discuss the need for a process to identify and channel HOA member questions or complaints to the right Board member(s) for follow through and resolution. A solution may be part of the website updating that will streamline communications to the appropriate Board member(s).
 - Kent Kading requested that he be included on any communication and resolutions from the ACC members regarding the response of any complaints from HOA members. All other ACC actions will be reported during the regular Board meetings.
- Proposed Issues, Concerns or Improvements (any Board member)
 - Since many of the Board members are new, the group reviewed a summary of duties and responsibilities from the Deer Park HOA CCREs and Bylaws.
 - In addition, this Board reviewed, discussed and confirmed the proposed outline for regular HOA meetings.
 - The Board agreed that Bi-Monthly regular meetings supplemented with email communications should be sufficient communication to address HOA business.
 - The Board discussed the need for updating, posting information and maintaining the content on the Deer Park HOA website. Several ideas were proposed to improve communications with members and the ability to locate useful HOA member information. A committee will be formed to work on improvements for the website. In the meantime, the Bylaws and Articles of Incorporation will be added to the website for member access.
 - The Board needs clarification regarding who are the “voting members” on the Board. The Deer Park HOA Bylaws state that the Board will be comprised of nine (9) directors.
 - Two (2) Board members, Luiz Camargo and Peter Hawkes, are receiving extensive SPAM from the HOA emails. Need Michael King’s input regarding how this can be resolved.
 - The Board discussed various means that may be used to communicate with the HOA members including email, mailed flyers/letters, social media and the website. Further discussions and actions will emerge as part of the updating of the website.
- Meeting Minutes Summary and Assignments of Any Planned Actions (Secretary)
- Adjourn