

**Deer Park Homeowners' Association  
Monthly HOA Board Meeting  
Tuesday, January 27, 2015 – 7:00 PM**

**Board Attendance:**

Present: Kent Kading (President), Justin LeRoux (Treasurer), Rich Theiss (ACC), Anupam Garg (ACC) and Luiz Camargo (ACC)

Absent: Peter Hawkes (Vice President), Michael King (Secretary)

**Agenda:**

- HOA Board Activities – Status Update
  - Need to fill two (2) open Board positions
  - Legal counsel support
  - Winter Newsletter
  - Landscape contractor contract update
  - Status of arborist inspection – must be completed in dry months
  - Other maintenance activities
- Treasurer's Report – Due collection status

**Need to fill two (2) open Board positions**

The board members discussed the need to solicit volunteers to fill the two (2) open Board positions: (1) Maintenance Chair; and (2) Member At-Large. The Board agreed to request volunteers for these open positions through our Newsletter distribution and a separate email(s) to the HOA members. Kent Kading will ensure both activities are completed in February.

**Legal counsel support**

Kent Kading met with Heather Kolbly (3<sup>rd</sup> party legal counsel who has been supporting the HOA for the last 5 years) in January 2015 to discuss establishing a contract for legal services going forward and a few activities the Board is interested in pursuing.

Activities of interest by the Board for legal counsel support include:

- Review of current CCREs to verify electronic communications are acceptable for all HOA business, except those HOA members without email addresses (hardcopies will be sent for those members)
- Review the possibility of conducting "virtual meetings" for Board activities and annual meetings/elections (annual meeting attendance by HOA members has been very low over the last 5 years; communication changes appear to be needed)
- Review CCREs, By-Laws and Articles to verify the Board activities are satisfying all applicable requirements. If not, adjust Board activities to cover any outstanding items.
- Assist in developing standard letters for common CCRE issues that include the appropriate sections references, e.g., yard maintenance, parking of boats/RVs, pets, etc.

Estimate effort to complete the activities above range between \$1,000-1,400.

President Kading has received the contract for legal services for review and approval. One issue raised with legal counsel's request for the HOA to maintain a minimum of \$3,000 for services in a non-bearing interest rate account. The Board will counter this request to provide a letter of guarantee as an option since we maintain a net value in the budget >\$3,000.

#### **Winter Newsletter**

Rick Theiss (ACC) will draft the initial "Winter" Newsletter for review/additions by the Board. This newsletter will be distributed in February. In addition, Rick will work to establish a newsletter season library for future use.

#### **Landscape contractor contract update**

We need an update on the landscape contractor contract status from Michael King (Secretary). We are currently managing this contract month-to-month. Anupam Garg (ACC) and Luiz Camargo (ACC) volunteered to assist with establishing an annual contract for this service.

#### **Status of arborist inspection – must be completed in dry months**

We need an update on the arborist contract status from Michael King (Secretary) and Peter Hawkes (Vice President). We need to make sure this evaluation is completed as soon as appropriate and any tree trimming/removal is performed before next Fall.

#### **Other Maintenance Activities**

We need to evaluate whether we will move forward to provide cleaning services for mailboxes and cul-de-sac circle curbs (May-June timeframe), and home address stenciling project (July-August timeframe).

#### **Treasurer's Report**

Justin LeRoux (Treasurer) shared that an email distribution issue appears to have occurred when the original and follow-up 2015 HOA Dues emails were sent to the HOA members. Apparently, only some of the HOA members received these emails. Justin will work with Michael King to resolve the issue to prevent reoccurrence.