



**Latham Park Homeowner Association, Inc.**  
**Board of Directors Meeting**  
**July 21, 2021**  
**6:00PM**

**Meeting Minutes**

1. Call to Order – Denver called the meeting to order at 6:06 PM
2. **Quorum of the Board** – Present: Bill Colburn, Denver Fox, and Emily Wilcheck
3. Affidavit of Notice: Notice was posted onsite at least 48-hours in advance of the meeting with all meeting dates through March 2022.
4. **Approval of Previous Meeting Minutes:** June 16, 2021. Emily Moves to approve, Denver Approves. **All in Favor, motion carries.**
5. **Financial Update**
  - a. Review monthly financials: Treasurer Angela Francisco was not present. Our new Melrose representative was not prepared to give an update and would have one for the next meeting.
    - i. Monthly Spend vs budget per category
  - b. Prepay and Dues collection update with increase: Denver explained the reserve study we received, and the mid-year dues increase history to Nancy and asked Melrose for an update for a scope of homeowners who are paying the new dues amount. Emily explained the increase went in July 1<sup>st</sup>, and in previous meeting the board agreed not to send late notices out this term.
    - i.
6. Committee Updates
  - a. Communications-
    - i. Katie Kilgore-8 new email signups in the last 30 days so have 278 total sign-ups. Is there an option to mail out to get people to sign up, or print a flyer for door to door, or magnets to homeowners for ordering 500 magnets for \$122 at Staples. **Bill makes a motion to have magnets created up to \$122 pending board approval on the design. Denver Approves, All in favor motion carries.** Concerns if magnets are soliciting, but the board agrees it's not soliciting as we are not asking anyone to buy anything.
    - ii. Keep communications committee notified of any mailings going out so we can include a banner to sign up for the electronic communications, as well as it allows communications to send an email blast stating a mailing is going out.
    - iii. Investigating allowing electronic signatures for HOA documents, report to board next month what is learned. Primarily looking into DocuSign.
    - iv. Request to get to know board members to answer a Q&A, Board agrees, and communications will send out a form for the board to fill out. **Bill Moves to proceed with the Q&A for the Board members, Denver Approves, All in favor motion carries.**
    - v. Website budget is being prepared to let the board know what yearly cost is.
    - vi. Mid meeting the HOA's zoom account said it will end and a renewal is needed. Communications is looking into Zoom renewal and will proceed with the renewal.
  - b. Events-Samantha as Chair and Angela as board liaison were not present, Denver provided update that Samantha is working on a few events for the fall and will present them to the board once finalized.
  - c. ARB
    - i. Monthly Update: Shawn Holmes provided an update 8 applications last month, one pending, one in for basketball hoops. Nomination of Dennis Lopez for the 5<sup>th</sup> ARB member. There were 8 people interested. Dennis will be placed on the agenda next month. Emily asked how many pool applications last month, there was only one. Bill asked if there is an after-project walk-by to verify the building specs were done to plan, Shawn mentioned that the final approval lies with the county.





- d. Grounds-Jason- Wants an update on what the responsibilities of the grounds committee is. They expect to check pool reservations, inspect grounds, get quotes for non-service-related items. Melrose will handle service related, but Grounds will handle one-off quotes for non-service items. Michelle Cirrincione has resigned from the Grounds Committee
  - i. Pool Umbrella-Jessica with Melrose did not order or send the 50% deposit for the umbrellas. Once the vendor receives the check it will be 8-10 weeks putting us out of summer. Denver proposed getting cheaper umbrellas per Grounds recommendation. **Denver makes a motion to approve up to \$1,200 for Umbrellas and bases as recommended by Grounds from Wayfair. Bill seconds, all in favor motion carries.**
  - ii. Garbage Cans – 5 cans delivered and are in the pool storage room. Pool cleaning vendor will place the new trash cans next week and place the metal ones in the storage room. Discussion about reusing the metal cans for dog waste stations. Grounds committee looking at it and will give a recommendation for next meeting. Previous quote from REW to empty dog waste stations is null, Nancy to reach out to Cherry Lake for quote.
  - iii. Furniture – was ordered and will be delivered August 2021
  - iv. Latham Park Beautification Project-Cherry Lake Proposal inadequate. Revisited the idea of having people in the community who like gardening to come up with some ideas and maybe we don't need a formal landscape design. Will waivers need to be signed, will bring up with council. Grounds led by Angie will come up with annuals to be planted up front for next board meeting and we can have Cherry Lake plant them this summer. The front Ligustrum needs to be removed because it blocks the view of traffic and is dangerous. Melissa Griffith has shown interest in joining the committee.
  - v. Playground improvements- the grounds committee is going look into it and get back to the Board with recommendations.
  - vi. Discuss with Cherry lake about fire ant treatments.
7. Manager Update- Financial packet was delivered, no other update from Manager.
8. Old Business
  - a. Fireplace repair update- No record of service call, Melrose is looking for another vendor.
  - b. Basketball hoops- One applicant has sent it and approved, Denver reminded the community a violation will still be sent if a basketball hoop has not been permitted. Bill verified the violation letter explains an ARB app is needed. Link to form was shared. Shawn, explained we need both owners to sign the application. Bill noted that if one owner is away and unable to sign, eh other owner can work with ARB to handle that.
  - c. Fines committee- Denver asked if the board is still looking to establish a fines/compliance committee or if we are going to stick to the warning letter, 3 violations and then sent to the attorney. Board is going to stick with the current enforcement instead of the fines for now and table the fines at a later time.
9. New Business
  - a. Cherry Lake Irrigation Repairs Invoice: Cherry lake did a great job quantifying the number of sprinklers to an estimated 2,000 throughout the neighborhood. This invoice is maintenance repair issues. **Denver motions to approve \$1,910.33 for cherry Lake, Bill seconds, Emily in favor. Motion carries.**
  - b. Pool Filter Replacement Invoice- **Denver motion to approve \$1,400 for pool filter replacement, Emily seconds, Bill approves motion carries.**
  - c. Official record of allowing Pride Month to be decorated in the community
    - i. Emergent issues between last board meeting and this meeting regarding violation notices were encountered, so any decision must be ratified this meeting. First part was good faith gesture to rescind and retract the violation notices for Pride flags as there was no historically consistent record of enforcement. **Emily makes a motion to ratify vote to rescind the 5 violation notices related to flags, Bill Second, Denver Approves, motion carries.** Declaration doesn't allow change to flag provisions without majority member vote. Community standards does have a provision allowing decorations where people can decorate without concern of being in violation of community standards. Email vote added Pride Month to list of approved holidays for decoration. Email vote was brought by Denver, and both Bill and Emily agreed so motion carried. John and Angela were silent and did not vote. **Emily makes a motion to ratify the email vote allowing Pride month to be added to the community standards as an approved holiday for decorating. Denver Second, Bill approves, motion carries.**



- d. RFP Process for Management companies- **Denver makes a Motion to establish an RFP Committee to interview Management companies and provide recommendations to the board in the next couple months. Bill Second, Emily Approves, Motion Carries.** Bill also touches on the point that the Board needs to provide a list of expectations for a management company.
- e. Enforcement List- Denver has started an enforcement list by recommendation of community members. Concerns regarding a list because it doesn't state the entire rule, list will be sent to the Board for suggestions and discussions. Bill noted that enforcement items should be crafted in harmony with county regulations for parking on our public streets.
- f. Garbage can Enforcement Notice- if no historical enforcement has been recorded, the Board must announce to the community that we will start enforcing at a certain date.
- g. Latham Park Violation Blotter- Once a month distribution of a count of types of violations, no names or personal information. Melrose and communications can work together on it.
- h. Boardwalk Tree Trimming-Melrose will obtain a quote from Cherry Lake.

10. Open Forum

- a. Question from community member regarding consistently absent Board members, and do they have to stay on for their term or can they resign if they want out. If they do want out, do we need to find replacements? Emily, Denver, and Bill do not know what Angela and John's intent are with staying on the Board. It was communicated that John and Angela had retained counsel and Denver, Emily, and Bill were notified before this meeting that they believe Denver, Emily, and Bill had acted inappropriately in how the vote was conducted before being ratified today. There is a lot of unknown, and we are engaging the HOA counsel to advise.
  - b. Concern from community member that there are not enough community members present at these. Discussion regarding signs being posted out in the community the week of. Do we need to have a different time or a day. Setting it up as a Facebook event so a reminder is sent. Should we survey the community for the best times. Zoom was allowed by state of emergency, are we still allowed to do via zoom and when do we have to start in person meetings.
11. Date of Next Meeting: Board meets on the 3<sup>rd</sup> Wednesday of every month at 6pm.
12. Adjournment. Denver moves to adjourn at 7:45 PM. Emily second. **All in favor, motion carries.**

