

Meeting Minutes

Date: October 22, 2025

Time: Meeting called to order at 6:15 PM

Location: [Not specified]

In Attendance:

- Jason Rogers, President
- Caleb Brunton, Treasurer
- Justin Low, Secretary
- Patricia Krajeck, 10673 SW 127th Ct
- Shawn Montgomery, 12510 SW Glacier Lily Cir

I. Old Business

1. Financial Report

- Current balance: **\$28,346**
- **+\$94 MTD, +116.8% YTD**
- Aged receivables down to **\$945.90** following CAP's recent notice distribution.
- **Motion:** To accept the budget report.
 - **Result:** Motion passed unanimously.

2. Wall Repair

- All masonry and electrical work has been completed and finalized.

3. Management Company Transition

- **New Company:** The Management Trust (TMT) selected for 2026.
- **Effective Date:** January 1, 2026.
- **CAP Contract Ends:** November 30, 2025.
- TMT will present and introduce themselves at the **Annual Meeting in March 2026.**

4. Site Review (Conducted October 20, 2025)

- **Violations:** 8 trash can, 1 yard sign, 1 trailer.
- Letters will be sent Monday (excluding trash can violations, as these appeared to be staged for pickup due to review timing).
- Review occurred Tuesday afternoon; Board determined it was not an appropriate time for assessing trash violations.

5. Driveway Remediation

- One homeowner installed a non-compliant driveway/walkway.
- Owner was notified and has since replaced it with aggregate per HOA CC&Rs.

6. ARC Update

- No ARC members were present.
- Community question raised regarding yard upkeep language.
 - **Clarification:** Jason Rogers explained current language.

II. New Business

1. 2026 Meeting Schedule

- Per CC&R requirements, quarterly meetings are mandatory.
- Additional meetings may be scheduled as needed.
- Tentative 2026 meeting months: **January, March, April, July, and October.**

2. 2026 Budget Preparation

- Three budget options for 2026 dues reviewed (attached).
- After discussion, the Board unanimously supported the **middle option** with **annual dues of \$204.**
 - To be voted on by the community at the Annual Meeting, per CC&R requirements.

3. Website Transition

- With the upcoming management transition, the Board will determine whether to retain the current website or create a new one.

- **Action:** Shawn Montgomery to coordinate with The Management Trust regarding access, permissions, and necessary changes.

4. Annual Meeting Timing / CC&R Review

- Current CC&R language requires an annual meeting in **March**, which conflicts with the HOA fiscal year and the 30-day advance notice requirement.
- This results in recurring compliance issues.
- **Action:** Board to review and update CC&R language to align with current operations during the coming year.

5. Newsletter

- The Board agreed to distribute a **Fall/Winter newsletter**.
- **Action:** Jason to contact Nikki, who previously led newsletter efforts; Board members will contribute articles.

6. Mailbox Discussion

- A resident raised a question about mailboxes and potential dues increases.
- **Board Response:**
 - Explained capital expenditures related to mailbox repairs and replacements.
 - Noted that the HOA is responsible for maintenance since boxes are encased in brick.
 - Insurance reimbursement was partial; additional claims risk policy cancellation.
 - Recent replacements were *not* encased in brick to reduce costs.
 - The issue will be revisited at the Annual Meeting for community input.
 - Management company contracts include an annual increase of **3.5% or CPI (whichever is greater)**.

III. Adjournment

Meeting adjourned at 7:00 PM.

Would you like me to format this into a **Word or PDF document** (with headers, logo space, and signature lines for officers)? It would look professional for official HOA records.

