

# COTTAGES AT MEADOWBROOKE

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting  
June 8, 2023  
Via Zoom**

## Meeting Minutes

### 1. Call to Order-Certifying of Quorum

The meeting was called to order at 6:30 p.m. by the President, Elizabeth Ghahary. Board members Deborah Ferguson and Ray Landis were also in attendance; therefore, a quorum was established. It was confirmed that the meeting notice was posted timely at least 48 hours in advance. Jeana Wynja represented McNeil Management.

### 2. Approval of Minutes

The Board reviewed prior meeting minutes dated March 9, 2023 as prepared by the Manager.

**On Motion:** Duly made by Elizabeth, second by Deborah and carried unanimously.

**Resolve:** To waive the reading of the prior meeting minutes and approve them as presented.

### 3. Management Reports

Manager presented the financial reports and management reports to the Board. Notice was mailed on April 12, 2023 regarding the Clement Pride Blvd. wall, notice of consideration of changes to the rules/regulations, homeowner fence information and the new portal.

**Board Comments:** New Board meeting sign/banner purchased. Ray has concerns regarding basketball goals present. Manager will forward information to Master Association regarding their rule. Frontier cut off irrigation at front entry on east side; grass is now dead. Manager to look into with Frontier. Board discussion occurred regarding increase in insurance costs and 2024 Assessment increase needed.

### 4. Old Business

**Clement Pride Blvd. Wall Renovation:** Certa Pro Painters will begin the project mid-Fall 2023. Reminder notice will be mailed to residents regarding cleanup and will include clarification regarding abatement-assessment to individual owner.

### 5. New Business

**Architectural Standards:** The Board reviewed the proposed changes/updates to Front Entry Door Design, Landscaping, and Paint Color Palette. The updated version will be made available on the website.

**On Motion:** Duly made by Deborah, second by Ray and carried unanimously.

**Resolve:** To approve the changes to the Architectural Standards as presented.

**Landscaping:** The Board decided on shrub choices for the last phase of buildings. Dead shrubs in other areas will be replaced. Manager to coordinate with landscaper regarding implementation and timeline. Awaiting mulch color from 2 board members. SharpeScapes looking into utility lid cover replacements. SharpeScapes informed manager that Frontier shut off irrigation on front east side of community; grass is dead.

**Pest Control:** The Board decided to change pest control service to Priority One Pest Control since they offer rodent traps. New pest control service cost is \$495 per month. The termite contract will remain with Repco Pest Control.

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H O M E O W N E R S   A S S O C I A T I O N ,   I N C .

**On Motion:** Duly made by Ray, second by Debra and carried unanimously.

**Resolve:** To accept the proposal for pest control service from Priority One Pest Control as provided.

Also, Priority One set rodent traps several months ago, and only 1 armadillo was caught. Traps have been removed. If further rodents appear, then Priority may need to set tunnel traps. Landscapers advised to look for tunneling and to inform the manager.

**Insurance Appraisal:** Felton has prepared an insurance valuation. Awaiting update regarding the community wall. Updated report will be sent to the insurance broker once received.

- 6. Owner Comments:** Owner inquired about volunteering to help neighbors clean up back yards; manager spoke of liability risk and that Association cannot endorse volunteers to perform work under the Association's umbrella.

## 7. Adjournment

**On Motion:** Duly made by Deborah, second by Elizabeth and carried unanimously.

**Resolve:** To adjourn the meeting at 7:34 p.m.

APPROVED BY THE BOARD OF DIRECTORS 09/07/2023

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Prepared by Manager on behalf of Secretary