

# *Meadowlake Farms Homes Association*

## Board Meeting Minutes

November 7, 2023

**Call to Order:** Mr. Tim Wallace, President, convened the Meadowlake Farms Homes Association monthly Board of Directors meeting at 6:36 pm. The meeting was held at the Tabb Library.

**Personnel in Attendance:** Tim Wallace (Pres.), Brian Bowman (Vice-Pres.), Dipak Patel (Dir.), Sarah Knaub (Community Assoc. Mgr.), and Becky Weldon (VCM Admin.)

**Personnel Absent:** Wilbert Smith (Sec./Treas.)

**Homeowners Present:** Becky Weldon (Cluster Home representative)

**Homeowner Forum:** No comments made.

**Previous Month's Minutes:** A motion was made, seconded and unanimously approved to approve the minutes from the board meeting held October 3, 2023.

### **Financial**

1. Treasurer's Report (Operating Accounts): The October Treasurer's Report was reviewed.
2. Assessment status/Receivables: 99% of 2023 assessments have been paid. Second late notices were sent on November 1.
3. Reserve Fund: Mr. Wallace provided an update on the reserve fund.

### **Pool**

1. Maintenance: A motion was made, seconded and unanimously approved to approve the quote from Clearwater to replace the sand in, and clean all internal parts of the sand filter for a cost of \$1800.
2. Operations
  - New Clearwater contract: Ms. Knaub provided information from Clearwater that answered several questions from the board. The final version of the contract will be voted on at the December meeting.

### **Grounds**

1. Maintenance & repair items: The Board reviewed several maintenance items.
2. Per Board request, an email detailing proper shoreline maintenance was sent to homeowners.
3. The board reviewed the wording of the Boat Launch Policy and made a few revisions.

**ARC Requests:** None

### **Victory Community Management**

1. Recent home sales: None
2. Covenants Compliance: The last inspection for the year has been completed. The board approved an extension for one property with continuing violations due to extenuating circumstances.

### **Old Business**

- 2024 Budget: Mr. Wallace made a motion, which was seconded and unanimously approved to approve the 2024 budget as it was presented at the annual meeting.
- Message Boards: The board approved a request from Ruthi Lee to purchase several sets of new letters for the message boards for an approximate cost of \$175.
- CNU Pond Study: The presentation will be November 29 from 1:30 to 4:00 (open-house style). Several board members and Ms. Knaub plan to attend.
- Review Open Action Items: The board reviewed the open action items.

Approved: December 12, 2023

**New Business:**

- Election of Officers: Mr. Patel made a motion, which was seconded and unanimously approved to appoint board members to the following offices: Tim Wallace, President; Brian Bowman, Vice President; Buddy Smith, Secretary/Treasurer. The appointments went into effect immediately and will be held for one year.
- 2023 Reserve Fund Contribution: The contribution amount will be decided at the December meeting.

**Cluster Homes Report:** Ms. Weldon reported that the roll-off container was put to good use by the Cluster Home residents. The CH neighborhood is looking very nice, between the clean-up and the ongoing Covenant Compliance program including the new color palette. Cluster Homes will have their AGM on November 15<sup>th</sup> via Zoom.

**Calendar:** Next board meeting will be held December 5th, at 6:30 pm, at Tabb Library.

**Adjourn:** A motion was made, seconded and unanimously approved to adjourn the meeting at 7:42 pm.

Minutes provided by Victory Community Management, Inc.

Approved: December 12, 2023