

Meadowlake Farms Cluster Homes Association, Inc.

BOARD OF DIRECTORS MEETING

December 13, 2022 6:30 pm via Zoom

1. Establish Quorum & Call to Order

Board Members Present: Nancy Noble (Pres), Kristi Wilson (Sec.), Julia DelCasal (Member-at-Large)

Homeowners: Becky Weldon, Eric Taylor

Also Present: Sarah Knaub, Victory Community Management, Inc.

Absent: None

Note: Chanda Mayo-Ford submitted her resignation from the MFCHA board effective 11/9/22. Ms. Mayo-Ford was thanked for her time and dedication to the board.

Ms. Noble called the meeting to order at 6:37 pm.

2. **Homeowner/Resident Forum:** Residents Eric Taylor and Becky Weldon each expressed interest in serving on the board. Ms. Knaub provided information about general expectations and responsibilities of board members.
3. **Appointment of New Board Members:** A motion was made, seconded and unanimously approved to appoint Becky Weldon and Eric Taylor to the MFCHA Board of Directors. The appointments became effective immediately and will run for a period of three years.
4. **Approval of Minutes:** There were no minutes to approve.
5. **Executive Session:** At 6:49 pm a motion was made, seconded and unanimously approved to move into executive session for the purpose of considering landscaping proposals, reviewing open compliance violations and reviewing the collections report. At 6:59 pm a motion was made, seconded and unanimously approved to move back into open session.

Upon exiting executive session, Ms. Wilson made a motion, which was seconded and unanimously approved to approve an annual landscape maintenance contract with TSP Lawns and Landscapes. Ms. DelCasal made a motion, which was seconded and unanimously approved to approve TSP's proposal for a special landscape cleanup behind buildings 108 and 110, a cleanup between buildings 111 and 113, and renovation of the landscape bed around the neighborhood sign.

6. Reports

- a. Financial Report — The November financials were not available.
- b. Manager's Report — Ms. Noble reported that Ms. Thomann (CBM Assoc. Mgr.) indicated the remaining tree work would be completed on Friday.

- c. Architectural Requests — Ms. Noble reported a homeowner inquired about approval for backyard installation of a hot tub. No approval is needed for this improvement.
- d. MFHA Report — Ms. Noble reported the pool has been winterized, quotes are being requested for tennis court surface repairs, the fences at the common areas/shorelines will be repaired in order to prevent damage to the areas by geese, and a Ballfield Use Agreement has been drafted and will be discussed at the next board meeting. The schedule of Cluster Homes representatives to the MFHA board meetings for the first half of 2023 will be determined via email. The MFHA meetings are scheduled for: January 3, February 7, March 7, April 4, May 2, and June 6.

7. Old Business

- a. New Management Agreement: A management services agreement was signed with Victory Community Management, Inc. at the Special Board Meeting held November 3, 2022. The contract begins January 1, 2023.
- b. 2023 Budget: Ms. Noble made a motion, which was seconded and unanimously approved to adopt the 2023 budget as presented at the annual membership meeting.

8. New Business

- a. Audit/Financial Review: A Financial Review will be completed for 2022 by Burks' Bookkeeping. Ms. Knaub will coordinate the review once the association's taxes have been filed.
- b. Election of Association Officers: Ms. Wilson made a motion, which was seconded and unanimously approved to appoint board members to the following Officer positions:
 - i. Nancy Noble – President
 - ii. Eric Taylor – Vice-President
 - iii. Secretary – Kristi Wilson
 - iv. Treasurer – Becky Weldon

The appointments became effective immediately and will continue for a period of one year.

- c. Board Members Terms of Office: Board member terms begin and end at the November annual meeting each year. The current board members' terms of office are below.
 - i. Nancy Noble 2020 – 2023
 - ii. Kristi Wilson 2021 – 2024
 - iii. Julia DelCasal 2021 – 2024
 - iv. Eric Taylor 2022 – 2025
 - v. Becky Weldon 2022 – 2025

9. Calendar/Adjourn

The next meeting will be held Wednesday, January 11, 2023 at 6:30 pm via Zoom. Ms. Wilson adjourned the meeting at 8:20 pm.