

# Meadowlake Farms Cluster Homes Association, Inc.

BOARD OF DIRECTORS MEETING  
February 8, 2023 6:30 pm via Zoom

## 1. Establish Quorum & Call to Order

Board Members Present: Nancy Noble (Pres), Eric Taylor (Vice-Pres.), Kristi Wilson (Sec.), Becky Weldon (Treas.), Julia DelCasal (Member-at-Large)

Homeowners: No additional homeowners attended the meeting.

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

Ms. Noble called the meeting to order at 6:34 pm.

## 2. Open Forum: No questions or comments.

## 3. Approval of Minutes: Ms. Weldon made a motion, which was seconded and unanimously approved, to approve the minutes of the board meeting held January 11, 2023.

## 4. Reports

- a. Financial Report — The board reviewed the January Treasurer's Report. Ms. Knaub reported many homeowners have successfully switched over to the new payment system. She and her staff are continuing to contact homeowners with previous balances or credits, or who have not yet made a payment this year.
- b. Manager's Report — The Manager's Report was sent out via email. Ms. Knaub provided an update on the status of transitioning from the previous management company.
- c. Architectural Requests — There have been no ARC requests submitted since the last meeting.
- d. MFHA Report — Ms. Weldon reported residents will be responsible for paying for the cost of pool pass printing and mailing this year. Cost is expected to be \$5-\$10 per household. The schedule for Cluster Homes representatives to attend the MFHA board meetings is:

March 7: Ms. Del Casal      April 4: Mr. Taylor      May 2: Ms. Wilson      June 6: Ms. Weldon

## 5. Executive Session: At 7:11 pm a motion was made, seconded and unanimously approved to move into executive session for the purpose of considering reserve study proposals, reviewing open compliance violations and reviewing the collections report. At 7:21 pm a motion was made, seconded and unanimously approved to move back into open session.

*Decisions made following the executive session are minuted under Old and New Business.*

Approved 3/8/23

## **6. Old Business**

- a. Reserve Study: Ms. Noble made a motion, which was seconded and unanimously approved to approve the contract with DMA Reserves to complete a Reserve Study.
- b. Trash/Recycling: Ms. Knaub updated the board on efforts to contact residents who subscribe to York County's recycling service to make sure they place their cans near a curb where the truck will be able to reach them. Residents will also be reminded that trash/recycling cans are not to be placed on sidewalks or left out after the day of collection.

## **7. New Business**

- a. Covenants Compliance Program: Ms. Knaub confirmed that formal covenants compliance inspections will begin in March. The board provided guidance about several continuing violations.
- b. Parking Space Assignments: Ms. Knaub confirmed the procedure for a resident to request authorization to park a third vehicle on the premises. The board approved requests from the residents of 101C (police vehicle) and 110A (pick-up truck, temporary) to use a third parking space.
- c. Exterior Color Palette: The board drafted a preliminary plan to adopt and enforce an exterior color palette. Ms. Knaub will send a summary of the plan to the board for review.
- d. New Resident Welcoming: Ms. Noble and Ms. Weldon will welcome new residents to the neighborhood. They will provide information about the community and will request contact information from the new resident so they may be added to the community email list.

## **8. Calendar/Adjourn**

The next meeting will be held Wednesday, March 8, 2023 at 6:30 pm via Zoom.

The meeting was adjourned at 8:34 pm.

Minutes prepared by Victory Community Management, Inc.

Approved 3/8/23