

# *Meadowlake Farms Homes Association*

## Board Meeting Minutes December 6, 2022

**Call to Order:** Mr. Tim Wallace, President, convened the Meadowlake Farms Homes Association monthly Board of Directors meeting at 6:31 pm. The meeting was held via Zoom.

**Personnel in Attendance:** Tim Wallace (Pres.), Wilbert Smith (Treas.), Brian Bowman (Dir.), Sarah Knaub (Community Assoc. Mgr.)

**Personnel Absent:** Dipak Patel (Dir.)

**Homeowners Present:** Nancy Noble (CH 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 November 1, 2022.

### **Financial**

1. **Treasurer's Report (Operating Accounts):** The board reviewed the November Treasurer's Report. Ms. Knaub reported the 2019-2021 financial review has been completed. No issues were identified. The letter was sent to board members via email and has been placed with the Association's records. Going forward, the board requested the financial review be completed each year instead of every three years.
2. **Assessment status/Receivables:** Ms. Knaub reported that all 2022 assessments have been paid.
3. **Reserve Fund:** Mr. Wallace provided a report about the reserve fund. Mr. Smith made a motion, which was seconded and unanimously approved, to make the Association's reserve account contribution in the amount of \$21,000. This amount is reduced from the budgeted amount of \$23,084 due inflation-related increases to operating expenses throughout the year.

### **Pool**

1. **Maintenance:** The board reviewed several maintenance issues. Ms. Knaub reported the pool has been closed for the season and winter maintenance activities have begun. The main pool pump is being left on for the winter at the recommendation of the pool management company.
2. **Operations:** No new developments.

### **Grounds**

1. **Maintenance & repair items:** The Board reviewed several maintenance/repair items.
2. **Parking Lot Repairs/Sealing:** Mr. Wallace confirmed the parking lot repair and sealing has been completed.

### **Communications**

1. **Website:** No report
2. **Facebook Page:** No report
3. **Newsletter:** No report
4. **Email List:** No report

Minutes approved 1/3/23

**ARC Requests:** None

**Victory Community Management**

1. Recent home sales: Mrs. Knaub reported two homes have closed over the past month.
2. Covenants Compliance: The last inspection of the year was completed in September. Ms. Knaub provided an update about one property with ongoing covenants compliance issues.
3. Miscellaneous: Ms. Knaub reported the change of signer forms for the Vanguard accounts are ready. She will get signatures from Mr. Wallace and Mr. Bowman this week so the forms can be submitted.

**Old Business**

1. Review Open Action Items: The board reviewed the open action items.

**New Business:**

1. Ball Field Use Agreement: Ms. Knaub provided a draft ball field use agreement. The document will be reviewed at the January board meeting.
2. MFHA Property Inventory: Mr. Wallace reported he has completed an inventory document of MFHA property currently stored in the shed.

**Cluster Homes Report:** Ms. Noble gave an update on the Cluster Homes Association's transition to Victory Community Management. Cluster Homes assessments will increase by 10% for 2023.

**Calendar:** The next board meeting will be held January 3, 2023, 6:30 pm at the Tabb Library.

**Adjourn:** A motion was made, seconded, and unanimously approved to adjourn the meeting 7:30 pm.

Minutes provided by Victory Community Management, Inc.

Minutes approved 1/3/23