

Meadowlake Farms Cluster Homes Association, Inc.

BOARD OF DIRECTORS MEETING

July 12, 2023 6:30 pm via Zoom

1. Establish Quorum & Call to Order

Board Members Present: Nancy Noble (Pres), Becky Weldon (Treas.), Kristi Wilson (Sec.), Julia Del Casal (Member-at-Large)

Board Members Absent: None

Homeowners: Michelle Costa

Also Present: Sarah Knaub, Victory Community Management, Inc.
A quorum of board members was present.

Ms. Noble called the meeting to order at 6:33 pm.

2. Open Forum:

New homeowner present to review questions regarding current R&Rs.

3. Approval of Minutes:

Ms. Noble made a motion, which was seconded and unanimously approved to approve the minutes of the board meeting held June 14, 2023 and to ratify the unanimous approval via email of the minutes of the board meeting held May 10, 2023.

4. Reports

a. Treasurer's Report — Ms. Weldon reviewed the June Treasurer's Report. The 2022 Financial Review has been completed. The accountant made no recommendations for changes to the Association's financial processes as they were carried out by Chesapeake Community Management, Inc.

b. Architectural Requests

- I. A motion was made, seconded and unanimously approved to approve the request from the owner of 106E to change the color of her siding to Newburg Green. (Ms. Del Casal recused herself from the vote as she is the owner of 106E.)
- II. Prior to the board meeting a request from the owner of 101D was approved to paint the siding on his unit Newburg Green.
- III. A motion was made, seconded and unanimously approved to grant the use of a third parking space to the Hairston family, tenants in 115H.
- IV. A motion was made, seconded and unanimously approved to grant the owners of 101H permission to have window air conditioning unit in an upper front window for 60 days while their main air conditioner is repaired or replaced.

c. MFHA Report – Ms. Noble provided a report from the last MFHA board meeting.

The schedule for Cluster Homes representatives to attend the MFHA board meetings is:
August 1: Ms. Wilson Sept 5: Ms. Weldon Oct 3: Ms. Wilson Nov 7: Ms. Noble
Dec 5: Ms. Del Casal

- d. **Manager's Report** — The Manager's Report was sent out via email. Ms. Knaub reviewed with the board members. Message boards are installed and complete. The Board approved a \$75 increase to the cost of the message boards.

5. Old Business

- a. Reserve Study: Ms. Knaub reported on her meeting today with the Reserve Analyst.

6. New Business

- a. Covenants Compliance Program: The board reviewed the covenants compliance guidelines Victory Community Management will use when completing inspections and issuing compliance notices. Homeowners will be informed of the guidelines and given approximately 30 days before formal inspections begin.
- b. Election of MFCHA Vice President: A motion was made, seconded and unanimously approved to appoint Ms. Del Casal to the office of Vice President following the resignation of Eric Taylor from the board.

7. Calendar/Adjourn

The next meeting will be held Wednesday, August 9, 2023 at 6:30 pm via Zoom.

The meeting was adjourned at 8:21 pm.

Minutes prepared by Kristi Wilson, Secretary.