

## **HOA meeting Saturday, Feb 19, 2022**

Attendance:

Board: Dave Larsen- President; Josh Lewis- Vice President; Karen Higman- Director; Kathryn Maschke- Director

Units 745 Mike, 717 Tammy, 721 Lynnette, 719, Barbara, and 569 Kelley were also in attendance.

10:02 meeting started:

Overview of the agenda and ground rules (ABCs)

Comments were requested to be Appropriate for a meeting, Brief to respect everyone's time, and Centered on Association business.

Financials:

Josh- Reviewed the income statement

The most expensive items are exterior maintenance and landscaping in that order and align with board priorities.

It was noted per CC&R's Windows and Doors are NOT included in HOA dues and repairs, but rather are homeowner items.

Rich Brown who does our bookkeeping introduced himself and talked a little about his role. He is an independent third party with no property interest in Cottage Park HOA. He picks up checks once a week and processes all payments received. He also responds to statement requests and prepares our financial statements and tax returns.

Josh/Rich/Dave review financials every month.

Josh announced that we have also treated for termites within the last year, where evidence was discovered. Since pest control is not explicitly required by CC&R's the cost burden here may shift back to homeowners in future years.

There was a small new profit this year (2021) of \$22K, the last year 2020 we had a profit of \$18K, and in 2019 we lost about \$18k. The 3-year stack is an average of \$7k to the good. This is much needed as we currently have deferred maintenance had actual debt in prior years.

10:10 Question

745- Mike- is there a tracking system put in place for repairs done to the units? Yes, all requests and expenses are tracked.

10:11 Josh noted collections of dues are about 90% paid and 10% unpaid. In the past few years, the board has collected unpaid dues when units are sold.

717- Tammie & 719 Barbara- Commented that it was hard to figure out how to pay dues after they bought their properties recently. Rich commented title companies contact the HOA for a standard set of questions about dues and the current statement. He also includes standard language requesting contact information, on our website, and has for the last 2 years included information about the likelihood of a special assessment and/or large annual dues increase for roofs first then later driveways.

745- Mike- The title company never forwarded HOA contact information before closing. Karen noted that HOA contact information has been posted on the mailboxes as well.

Karen- on the website we use PayPal, to accept dues, or members can use their bank's online bill pay feature if offered or they can send in a manual payment.

Karen- We can work on a welcome letter to new owners and flyers on the mailbox possibly with a QR code.

717- Tammie- volunteered would love to help in any way possible but declined to serve on the board.

10:18 Josh

Yearly information on the spending is placed on the website for transparency.

Dave- the HOA is typically only given new buyers' names when they purchase units.

Karen- The board recognizes that it is confusing and is willing to do the welcome letters to new owners.

721- Lynnette- asked who is not paying dues? New or old?

Rich- it is a combination of both.

Josh- We just want to work with members to increase participation and have worked with some residents to get them. We have historically sent out late letters and charged interest to had to as a last resort use a lawyer to get collect others.

Dave- when units are sold we collect the dues that were in arrears.

When paying dues you please write your unit number on the check or put it in as the account number on the payment that your bank sends.

Karen- we are open to other security options for the collection of dues.

717- Tammie- how many units are in our HOA?

Board- 173 units; there is a developer that has several units.

717- Tammie- how long has the board been the board?

Board- V& VP have been in place since 2013, Karen for several years, and Katherine for a year.

Board- Snow removal- there were 40 requests for bids and only got back two. The rates had gone up significantly from previous years.

717- Tammie- In January 2021- there was a snowstorm on NY Eve. Tammy believes that the snow removal crew damaged some driveways. It is units 715 & 713- tammy committed to sending video and pictures for consideration.

10:38

Board- big-ticket items that likely will need to be replaced in future years have roofs and top of the lists and Driveways would be next.

Dave- the roof is 14-20 years old with expected lifespans of 20-30 years. The annual budget form dues do not allow for this replacement. The roof is deemed more important than driveways since water intrusion is worse than an imperfect driveway. He also noted that the HOA has 2 revenue sources annual dues and special assessments.

721- Lynnette- there is a gap in her wall that is slowly falling over. She said she would send in a request.

Josh -As an estimate, as calculated last year there needs to be an increase in dues and/or a special assessment. (rough estimate of \$1,000 per unit for three years for the roof) There has never been a special assessment before.

719- Barbara- can letters be printed and walked to people to pay dues? Yes, but we the board requests help with distribution.

Discussions:

745- Mike- Can a letter just be drafted and sent to owners explaining why we need the money and how a roof should be replaced within that time frame? Yes, to be addressed in a future meeting.

569-Kelley- Who would be doing the roof repairs?

Board- Cottonwood out of Edgerton currently services the roofs and when bids came in last year the were the lowest as well.

719- Barbara- There should be a focus on communication to all units about the HOA and collection of emails before asking for extra money. She was asked to send an email with the details

717- Tammie- Seconds the need for communication first.

10:57- Resident commented on the email system and how to update it with new residents. Karen will update the website with an information piece for emails.

Josh noted we need to have an additional stand-alone meeting(s) about how to pay for the aging roofs. Research and decisions about special assessments, possible dues increase and timing would need to be discussed. It will likely start no earlier than summer 2023.

719- Barbara would like to see dues raised to help offset the growing cost of the building repairs.

Board- to raise dues more than just 10% we need a 2/3rds vote.

11:10

Dave called for votes below:

Josh seconded the motions below

To increase transfer fees- 325 to 350- Passed unanimous Board 4/4

To increase monthly fees to 85\$ a month- Passed Board 4/4

To allow for a discounted rate if paid in full by end of May- 7 out of 9 Passed Board 4/4

Dave motioned for each board member to stay in place, seconded by Josh- all voted in to remain as unanimously voted on by those in attendance.

Members in attendance also did a show of hands for the above board vote items and all had a majority approval from the members in attendance.

11:25- meeting adjourned