

**OPEN MEETING MEETING MINUTES
FOREST MEADOWS OWNERS ASSOCIATION
BOARD OF DIRECTORS
April 26, 2022 – 6:00 pm**

**OPEN SESSION
Via Zoom Meeting**

CALL TO ORDER:

Sharon called the meeting to order at 6:00pm.

ATTENDANCE:

Sharon Ritchie, Frank Ross, Mike Benapfl, Eric Davis, Herb Pike, and Darcie Leone. Carol Benevento (Interim GM) and Allen Dodson were unable to attend.

INSPECTOR OF ELECTION:

Announce Proof of Quorum - Gail Woznak thanked her team and announced:

As Inspector of Elections for the Third Restated CC&Rs and Bylaws election, I hereby announce we have a Quorum with 393 valid ballots and 12 invalid ballots received.

APPROVAL OF MEETING MINUTES:

March 22, 2022 Open Board Meeting Minutes - Eric moved to approve the March 22, 2022 Open Board Meeting Minutes; Mike seconded.

Roll Call: Sharon Ritchie-Yes, Mike Benapfl-Yes, Frank Ross-Yes, Eric Davis,-Yes, Herb Pike-Yes, Darcie Leone-Yes. Approved 6/0/1 absent.

PRESIDENT'S REPORT:

On **March 17, 2022**, The Board of Directors met in Special Executive Session to review and approve FM Developer golf course sign design, to review and approve gate house camera surveillance system replacement proposal, to review and approve travel expenses for GM job candidate onsite visit, to review personnel items.

On **March 29, 2022**, the Board of Directors met in Special Executive Session to review and approve employment offer for GM job candidate, to review and approve IT services set up for gate camera system, to review legal correspondence.

On **March 31, 2022**, The Board of Directors met in Special Executive Session to review and approve employment counteroffer for GM job candidate.

On **April 12, 2022**, the Board of Directors met in Executive Session to approve March 8th Executive Session Meeting Minutes; March 11th, 17th, 29th and 31st, 2022 Special Executive Session meeting minutes; to review and approve transfer of title forms, to review and approve county forms for golf course sign application, to review and approve legal services invoice; to review and approve common area tree removal proposal; to review and approve clubhouse awning replacement proposal; to review and approve office desk replacement proposal; to review pool furniture replacement; to review and approve Hilltop Park picnic table replacement proposals; to review tennis court bathroom replacement options; to review and approve employee health care coverage renewal policies; to review and approve CPA engagement letter; to review and approve CPA representation letter; to review CPA draft financial statements; to review and approve weed abatement proposal, to review and approve mailbox number replacement quote, to review maintenance report, to review Aging Summary Report, to review and approve collections action for two accounts in collection.

New General Manager Announcement - Sharon announced David Gauvin as our new General Manager beginning in May 2, 2022.

MANAGERS REPORT:

April 2022 Reports -

- Review community & staff items with Board President.
- Review contracts and current status of planned projects:
 - Track timing for Generac unit installation. Vendor for generator install has been revised. Equipment revised to 48kW Generac unit. Delivery in 5-8 months.
 - Pool repairs – Ongoing follow up with the pool company vendor. Start date for project March 2nd. Project duration for Hilltop is 2 days scheduled for the end of April. Project duration for Meadow is 2 months.
 - Cabana project completed in early April.
 - Roadwork Contract has been approved and scheduled for June/July 2022.
 - Ongoing contact with CCWD on Heather Tank Replacement Project.
 - Laurel Lane fuel reduction project completion date is weather dependent.
 - Picnic Table replacement order for Hilltop Park pending delivery in 14-16 weeks.
 - Awning replacement order for Hilltop Clubhouse pending installation in 6-8 weeks.
 - Gate Card Reader install/Gate Camera install/Pool Gate Camera install pending CAT5 cable installation.
- Assist with VIP inspection final revision upgrades for transition to tablet reporting.
- Conduct monthly staff team meetings, evaluations, interviews and monitor CPR training.
- Follow up with association accounting agency and attorney to wrap up open items.
- Oversee collection status and track collection process on delinquent accounts.
- Review interim financial reports and bank statements.
- Oversee common area maintenance on easements, trails, drainage, and common areas. Track maintenance task list.
- Meet with Inspector of Elections to review valid ballot count and quorum requirements.
- Monthly update to project list.
- Request grant deed signature for transfer of ownership from Bank of Agriculture & Commerce to FMOA for the 4 common area parcels located on Heather Drive.
- Woodchipper unit availability delayed (delivery in 6 months) – searching for a substitute unit with earlier delivery.
- Replacement eye wash stations for each pool ordered (delivery scheduled for late April).
- Assist FM Developer with County Planning Department Conditional Use Permit Application forms and Indemnification Agreement for golf course sign.
- Attend Quarterly IT meeting review with assigned vendor.
- Provide insurance policy renewal proposals for employee health policy coverage for Board approval.
- Prepare and distribute Board Meeting Agendas and Packets.

FINANCIAL REPORT:

March 31, 2022 Interim Financial Reports - Eric reported the following cash balances;

Operating Funds: \$ 906,551.39

Reserve Funds: \$ 725,833.58

Eric moved to accept the March 31, 2022 Interim Financial Reports as presented; Herb seconded;

Roll Call: Sharon Ritchie-Yes, Mike Benapfl-Yes, Frank Ross-Yes, Eric Davis,-Yes, Herb Pike-Yes, Darcie Leone-Yes. Approved 6/0/1 absent.

2nd Quarter Reserve Account & Variable Income Transfer Approval - Eric moved to approve a 2nd Quarter Account transfer of \$102,500.00 to our Reserves; Mike seconded.

Roll Call: Sharon Ritchie-Yes, Mike Benapfl-Yes, Frank Ross-Yes, Eric Davis,-Yes, Herb Pike-Yes, Darcie Leone-Yes. Approved 6/0/1 absent.

Eric moved to approve a Variable Income Transfer of \$40,504.33 to our Reserve Account; Sharon

seconded.

Roll Call: Sharon Ritchie-Yes, Mike Benapfl-Yes, Frank Ross-Yes, Eric Davis,-Yes, Herb Pike-Yes, Darcie Leone-Yes. Approved 6/0/1 absent.

Authorization to Record Notice of Delinquent Assessment Account #10029 - Eric moved to approve the Authorization to Record Notice of Delinquent Account - Account #100219; Mike seconded.

Roll Call: Sharon Ritchie-Yes, Mike Benapfl-Yes, Frank Ross-Yes, Eric Davis,-Yes, Herb Pike-Yes, Darcie Leone-Yes. Approved 6/0/1 absent.

ARC COMMITTEE:

Eric presented an brief summary of ARC activities.

COMMUNITY EVENTS COMMITTEE:

Darcie presented an brief summary of CEC activities

- Easter Egg hunt completed last week. Thanks to all the volunteers that made this a success.
- Next event will be announced via eblast

FIRE MITIGATION COMMITTEE:

2022 VIP Schedule/Inspections Progress - Frank reported that VIP Inspections have been pushed out to begin on May 4th due to the heavy rain we just received. Progress on VIP Automation (Tablet) programming is on track to be used in Cycle 1 inspections in addition to also doing paper reports so that we can validate everything works as designed.

COMPLIANCE COMMITTEE:

April Code Compliance Report - Frank presented a summary of the April Code Compliance Report.

- Dead Tree and Garbage Can violations are the top issues.
- Tracking a repeat speeding violator using our Compliance process.
- We are making great strides in reporting and addressing FMOA Common Area violations.

COMMUNICATIONS COMMITTEE:

Darcie provided a brief update regarding the Communications Committee.

- Working on minor issues with website.
- Monitoring new eblast system - looks good.

ROADS & TRAILS COMMITTEE:

2022 Planned Road Work Schedule - Mike reported Sugarbush is scheduled to be done in June (overlay). July work will happen on FM Drive Snowberry Ct, Sandalwood and Dogwood. Comcast has been contacted and has pledged to have a technician on site to address any service issues caused by improperly installed Comcast cable under our roads.

EPPOC:

Eric presented a brief summary of EPPOC meeting notes

- Fire Mitigation, Inspections, and Burning were main topics.
- Guest speaker from State Insurance Commissioner's office presented insurance update.

THIRD RESTATED CC&RS and BYLAWS VOTING TALLY RESULTS --

Inspector of Elections - Gail presented the voting tally results of the CC&Rs and Bylaws Election.

228 Yes Votes

165 No Votes

12 invalid ballots.

Third Restated CC&Rs - Did not pass and balloting has ended.

Bylaws- Passed and will be formally adopted by the Board in the May 2022 Open Session Meeting.

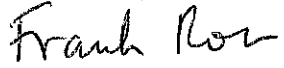
OPEN FORUM:

5 owners participated in open forum.

ADJOURMENT:

The meeting was adjourned at 7:05pm.

Submitted by,

A handwritten signature in cursive script that reads "Frank Ross".

Frank Ross

Board Secretary