

**OPEN MEETING MINUTES
FOREST MEADOWS OWNERS ASSOCIATION
BOARD OF DIRECTORS**

**June 28, 2022 – 6:00 pm
Via Zoom Meeting**

CALL TO ORDER: Sharon called the meeting to order at 6:01pm

ATTENDANCE:

Sharon Ritchie, Frank Ross, Eric Davis, Allen Dodson, Herb Pike, Darcie Leone and David Gauvin (GM) Mike Benapfl was unable to attend.

APPROVAL OF MEETING MINUTES:

Eric moved to approve the May 24, 2022 Open Board Meeting Minutes; Darcie seconded;
Roll Call: Sharon Ritchie-Yes, , Frank Ross-Yes, Eric Davis,-Yes, Allen Dodson-Abstain, Herb Pike-Yes, Darcie Leone-Yes. Approved 5/0. 1 Absent 1 Abstain

PRESIDENTS REPORT:

June 2022

On May 24, May 30, June 6, June 14, and June 23 the Board met in Executive Session.
Review and Action included the following.

Workman's Comp Insurance Renewal

The Board approved the Workman's Comp Insurance Premium proposal of \$35,488.
This is a \$13,705 increase year over year.

Umbrella Insurance Policy Renewal

The Board approved the \$10M Umbrella Insurance Policy for an annual premium of \$5,789.00.
This is a \$2,782 increase year over year.

Computer Firewall Hardware

The Board approved (not to exceed) \$3,000 to purchase and install new computer Firewall Hardware and Software.

Black Diamond Change Order

The contractor cost proposal was reduced by \$7,400 due to an error in scope.
The Board accepted the reduction in price and scope as Change Order #2.

Gate Installation

A discussion was held on business processes related specifically to the Front Entry Gates and Pool Gate systems and how our processes impact the configuration of our new software system (myQ) and gate kiosk hardware. The Board agreed to continue with the hardware install at both pool locations, but that it will not be activated until testing has been completed.

Frank will notify R&S of the changes. Frank will also continue to act as the myQ system admin (covering the Front Gate kiosk and gate access system) until our office staff can be properly trained.

We will continue using our current pool gate software and hardware system until further notice.

New Gate System Database

GM will develop details specific around implementation and database structure and setup. Frank and David to work through database configuration to ensure a successful hardware/software implementation. Aggressive proactive communications to begin with this week's eblast and a posted message on the Alert Page of our website.

VIP Program

Procurement of new Tablets was discussed.

The Board approved purchase 1 unit. Additional testing to take place.

VIP #2 will be done using a single tablet (testing new hardware) by Eric, Keith, and me in a very limited way. We did not want to give the impression to homeowners that the inspections were done for the year, and they could lower their guard and not keep properties clean and free of weeds and debris.

Road Work

The Asphalt Paving project has been completed.

The Sealcoating project is set to begin on July 11th and continue through July 16th. Parking and driving while under construction concerns were discussed. A meeting at Black Diamond has been requested to identify solutions.

Meadowview Pool

The pool opened after construction and ahead of the projected opening date.

AT&T Fiber Internet Service Upgrade

The Board approved to increase the Gallery Internet Bandwidth from a basic 20mps (\$524/month) service to a 50mps (\$670/month) service.

Camera Install

The Board approved a \$1,000 change order driven by the unforeseen problems installing our new Camera system at the Front Gate.

Business process related to the Front Entry and Pool Gate system

The Board agreed to implement a single myQ database. Details around changes are still being developed and will be presented to owners through the 28-day review period process. Exceptions to access card limits must be requested and approved through the GM. We will utilize groups to control access rights.

Process (detail) work needs to happen with staff.

Vendor Access: 7am – 7pm Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

- Front Gate Only
Golf Course Access: Need to reach out to GC ownership team
- Front Gate Only
Resident Access: 24 x 7 x 365
- Front Gates + Pools
Care Taker Access: 24 x 7 x 365
- Front Gate Only
Road Access Fee: 24 x 7 x 365
- Front Gate Only

Location of the 2022 Annual Meeting

The 3rd party Inspector of Elections will count the Ballots from a remote location. The 2022 Annual Meeting will be held via Zoom. Election of officers will be done in open session. The annual picnic is cancelled due to ongoing health related pandemic concerns.

Salary increases across all hourly positions

The Board approved an across the board raise for all hourly staff to allow us to retain and attract new employees.

Starlink (Internet Service) for Hilltop

Geography of the property is not ideal for a clean Satellite signal.

Tabled for a future conversation...

Cell Phone for office staff or Monthly Reimbursement

Tabled for a future conversation...

Assessments

The Board reviewed the May 2022 Aging Summary Report and discussed Bad Debt and other delinquent accounts.

Committee Notices with FMOA content proposed for posting to Facebook and other social media

The Board Liaison to the Committee will ask the GM to review / approve notices proposed for posting. Posts must be approved by the General Manager prior to any posts going public. Message must include a disclaimer that this is a private event and is open to FMOA homeowners and residents only.

Aggressive Behavior of a Homeowner

The GM will coordinate effort to gather all available data and get with the Association attorney to develop a written response to the Homeowner.

MANAGERS REPORT:

General Manager Report – June 2022

- Every Friday an email blast update has been sent out to owners and residents of FMOA. Content has included Pool Opening, Asphalt projects, Gates upgrades, Memorial Day Picnic and Bocce Ball Tournament, and general information updates.
- The newly hired FT gate monitor has received initial training and has been worked into the schedule.
- We continue to spread the word regarding the now-completed asphalt project and the upcoming sealcoating project.
- R&S Tri-County Camera has completed work at the front gate and scheduled to complete work at the swimming pools on July 6-7.
- Nates Tree Service proposal to remove 2 Cedar Trees. The work is scheduled for July 5-6.

- Angels Sewer & Drain to replace the sewer line at the Hilltop Bathroom. Keith has followed up to determine scheduling but does not yet have a date for the work.
- Hilltop Pool was opened on Saturday, May 28th. The kiddie pool continues to need work and will remain closed. It appears there is an underground leak.
- Meadowview Pool was opened on June 10th.
- A second pool monitor has been hired and we are looking for a third as a fill in.
- The Board-approved firewall replacement project has been completed.
- We are staying in close contact with Professional Election Inspectors (PEI) regarding the election process. The contract with PEI calls for their attendance at the Annual Meeting via Zoom meeting. The meeting will be held via Zoom and the Gallery will be open and staffed for Owners that cannot access Zoom in any other way.
- BAC executed the grant deed document, and it has been recorded.
- A teleconference training opportunity with Webstarts was held.
- I met with Eric and Mike to discuss future roads paving and maintenance and to discuss an update to the reserve study. I will follow up with reserves specialists' firms to determine interest in providing proposals for an update.
- Gold Electric will provide a proposal to supply and install new parking lot lighting fixtures at the pools parking areas.
- Liquid FX Pools has been contacted to discuss the possibility of adding them to our vendor base.
- DKR Design Group has been contacted to introduce myself and resurrect the plan for landscape improvements at the area at the rear of the Gallery.
- An open FT gate monitor position has been filled and the individual is onboard.
- Foresight Engineering (FE) is proceeding with the design work for the Hilltop Bathroom / FMOA Accessible Restroom/Storage project (FE terminology).
- Citi Signs has been contracted to replace the broken monument sign face and they confirm receipt of the 50% deposit. Awaiting schedule information.
- The Board-approved Umbrella and Workman's Comp Insurance renewals have been processed and the signed documents provided to our broker.
- The Board-approved Black Diamond Paving and Concrete change order #2 has been sent to the vendor. The projects proposed notices and maps (June and July) have been reviewed with the Roads Committee and revisions made. The materials have been used in 2 email blasts, uploaded to the website, and a mailing is being sent out to all FMOA owners. Golf has been provided the notice and updated. The gatehouse is passing out handouts to vendors, contractors, etc... School department, trash, etc., are being updated.
- R&S Tri-County Camera has installed the new gate access call box.
- Bregman Insurance was here to provide employees an overview and sign them up for health, dental & vision coverages. The process went very well, and the process has been completed.
- The Third Restated Bylaws has been processed and uploaded to the website and will be used in the realty packets.
- Issue related to the inquiry into the ballot procedures for the Restated Bylaws vote is pending. Waiting on legal guidance...

PROJECT UPDATE

Sharon reviewed and provided updates on the FMOA Project List...

FINANCIAL REPORT

Eric reported the following cash balances;

Operating Funds: \$ 705,240.91

Reserve Funds: \$ 850,066.51

Eric moved to approve the May 31, 2022 - Interim Financial Report; Sharon seconded;

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

Eric moved to approved the transfer (July 1st) of \$100,250 from our Operational Funds into our Reserve Funds; Frank seconded;

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

Eric moved to approve the authorization to Record Notice of Delinquent Assessment (Lien) on Accounts #200035; Frank seconded;

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

Eric moved to approve the authorization to Record Notice of Delinquent Assessment (Lien) on Accounts #100064; Darcie seconded;

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

ARC COMMITTEE:

Eric presented an update on ARC projects and updates

COMMUNICATIONS COMMITTEE:

Darcie presented the current activities plan...

July:

- 4th of July Community Parade
- Please contact the office or the board if you want to volunteer...

FIRE MITIGATION COMMITTEE:

Frank reviewed the 2022 VIP 2nd inspection results...~150 residents still have violations that need to be corrected. Letters have been mailed. Work is moving forward on easement violations. If you have questions regarding what needs to be done, please contact the office. A new (abbreviated) set of inspections will begin in early August.

COMPLIANCE COMMITTEE:

Allen reviewed the March Code Compliance Report

COMMUNICATIONS COMMITTEE:

Website updates are ongoing and we are making good progress

ROADS & TRAILS COMMITTEE:

David reviewed the planned Road Work Schedule and what we might do to minimize impacts to residents. Proposed changes were touched on and need to be approved by the board. A special Exec Board meeting will be held to discuss. The board needs to review the latest change order.

EPPOC:

Eric reviewed the June 1, 2022 Draft Meeting Minutes

OPEN FORUM:

5 owners participated in the Open Forum.

Meeting Adjourned: 7:05pm

Submitted by



Frank Ross
Board Secretary