

HOA Board Meeting Minutes Summary

Date: February 26

Meeting Called to Order: 7:03 p.m.

Meeting Adjourned: 7:46 p.m.

Attendance: Chris Negvesky, Mario Riani, Maria Canant, Laura Broccard, Saskia, and guest Eileen D. Jacobs, Esq. (Quorum met).

1. Financial & Treasurer's Report

- **HOA Dues Status:** Currently, 103 households have paid their dues, leaving 17 households unpaid. Reminders have been sent via email, and physical letters will follow for residents without an email on file. Interest is actively accruing on overdue balances.
- **Approval:** The December and January Treasurer's Reports were formally approved by the board.

2. Neighborhood Day Planning (March 28)

- **Event Details:** The event will be a pancake, egg, and sausage breakfast hosted in the cul-de-sac in front of Maria Canant's house from 9:00 a.m. to 11:00 a.m..
- **Logistics & Equipment:** The board has approximately 10 tables available between members and neighbors. Mario will get a quote from a local contact to rent approximately 30–40 chairs and potentially temporary food-warming tray setups. Food will be batched using Maria's double ovens to ensure freshness. Chris will handle fetching the coffee boxes (from Einstein's or Panera), and Laura will supply 10 tablecloths.
- **City Grant & Map:** The city application has been accepted. Maria is submitting an updated layout map demonstrating table placement tomorrow to finalize the grant funding, which is expected to cover the food and chair rentals.
- **Marketing & Outreach:** The board will print and mail promotional postcards, wrap existing community entrance signs with event flyers, and post details on Facebook. Laura suggested adding a QR code to the postcards directing residents to the community Facebook page.
- **Community Features:** Neighborhood Day will feature a Kona Ice truck arriving at 9:00 a.m., background music via a Bluetooth speaker, and a printed handout via

Canva highlighting HOA info and advertising resident-run local businesses (as an announcement, not an official endorsement).

3. Infrastructure & Neighborhood "Spruce-Up"

- **Entrance Signs:** The new neighborhood entrance signs are currently in production (roughly a 4-week turnaround). The board opted to keep the original posts to save money but will be installing stone masonry accents around them. The lettering will feature a reflective white coating for improved nighttime visibility. Installation by laborers is expected to take 2–3 weeks, targeting completion by late April.
- **Deed Restrictions & Maintenance:** Mario and Chris recently conducted a neighborhood drive-through to log areas needing maintenance. The board aims to rally a neighborhood "spruce-up" to coincide with the sign installations.
 - Points of concern include visible trash cans on corner lots (proposing small barrier fences or bushes) and dirty sidewalks.
 - Laura noted that pressure washing sidewalks is a deed restriction requirement to prevent slipping hazards once algae builds up. Mario will explore group discounts for professional pressure washing and paver sealing to share with residents on Facebook.

4. Administrative & Architectural Review (ARC)

- **Email Migration:** The board voted unanimously to migrate its corporate email infrastructure from Microsoft to Gmail this coming December. The shift will save \$143 annually and consolidate their storage (currently on G Drive) into one ecosystem. Justin will handle the technical migration of historical data for a flat fee of approximately \$460–\$500 (representing about 2.5 hours of code work).
- **Meeting Notices:** Guest Eileen Jacobs requested a motion that the board uniformly send out upcoming meeting announcements via email to bolster resident engagement. The board agreed, and Maria will set up a template in MailChimp to service the ~70 households they have emails for.
- **ARC Updates:** Recent approvals include a few roofs and windows. Chris will contact a local property under a "flip" renovation regarding an open violation to ensure the yard is cleaned up before completion.