

***Oaktrails at Meadowridge IV and V
Homeowner's Association
Executive Board Meeting Minutes***

May 15, 2020

I. CALL TO ORDER

Jacob Singleton called to order the regular meeting of the Oaktrails at Meadowridge IV and V Homeowner's Association Executive Board at 16:18 on May 15, 2020.

The board members have convened and have defined roles and all have accepted the roles as follows:

President: Jacob Singleton

Co-Vice Presidents: Brian Bair and Heidi Waugh

Treasurer: Julie Clements

Secretary: Heather Rowton

II. ROLL CALL

Heather Rowton, Secretary, conducted a roll call. The following persons were present:

Heidi Waugh

Julie Clements

Jacob Singleton

Brian Bair

Heather Rowton

III. APPROVAL OF MINUTES FROM LAST MEETING

Motion by Brian Bair, seconded by Heidi Waugh to approve the minutes of the special meeting on May 14, 2020, motion unanimously carried.

IV. NEXT MEETING

- Next Meeting on Friday, May 29 at 4pm

- Motion made by Heidi Waugh, seconded by Brian Bair, motion unanimously carried.

V. **NEW BUSINESS**

- HOA Documentation Review
 - The Executive Board has determined that the HOA document requires additional review in preparation for subcommittee protocols.
- Memo to community—Tentative date for the memo release will be June 1, 2020.
 - Introducing the committee
 - Committee Service Opportunities
 - HOA Website Details
 - Information about dues
- Discussion on Committees
 - Protocols
 - Report to the Executive Board on planned activities
 - Semi-Annual Review of the books for all sub-committees to provide transparency and visibility of the sub-committee's processes
 - Architectural Control Committee
 - Minimum of three members required
 - Due Process Committee
 - Minimum of three members required
 - Hospitality Committee (Social/Welcome)
 - Neighborhood Watch
- Block Party and Community Engagement
 - Request volunteers for Block Party in Memo
 - ✓ Motion made by Heidi Waugh to host a block party tentatively for July.

- Seconded by Heather Rowton, motion unanimously carried.
- Request details on how to block off the road
- Talked about fun options for the block party
- HOA website:
 - Board is investigating electronic payment options
 - ✓ Heather is going to research options
 - ✓ Julie is also going to research options
 - ✓ Julie requested to modify website to state that HOA dues checks are to be made out to “Oaktrails at Meadowridge IV&V HOA.”
 - Julie shared that the Lawn Maintenance is being paid for the month of May
 - Motion made by Heidi Waugh:
 - ✓ Official Business of the HOA will be made available on the website only—no social media platforms will be used to communicate HOA business.
 - Motion seconded by Julie Clements, motion unanimously carried.
 - ACTIONS
 - Action: Heather and Julie to research Electronic Payment options for future HOA dues payment.
 - Action: Brian, Jacob and Heidi will confer on ACC guidelines and documentation. Heather will scan originals (OCR capability) to potentially edit in Microsoft Word.
 - Action: Julie to utilize Public Records to fill in missing information in Homeowners Spreadsheet and will verify that homeowners mailing addresses are accurate in the case of rental homes in the neighborhood.
 - Action: Heather and Julie to meet Cheryl Hillman to become signers on the HOA bank account.

VI. ADJOURNMENT

Jacob Singleton adjourned the meeting at 17:43.

HR

Heather Rowton, Secretary

Date