

# COYOTE HILLS HOA

## HOA Board Meeting Minutes

<b>Date</b>	July 22, 2013
<b>Location</b>	Kidd Residence, 602 Coyote Trail
<b>Time</b>	7:30 PM
<b>Attendees</b>	Jackie Tugwell, President Anne Kidd, Treasurer Amy Hynds, Secretary Dana Correll, Interested Resident

Agenda Items	
<b>1</b>	Changes to Board Discussed <ul style="list-style-type: none"><li>• Jackie Tugwell elected as President by community vote, July 14<sup>th</sup></li><li>• Steve Sitze resigned as Director to board effective July 31<sup>st</sup></li><li>• Keith resigned as VP to board effective July 31<sup>st</sup></li></ul>
<b>2</b>	Discussion about HOA Management Company <ul style="list-style-type: none"><li>• Jackie noted that perhaps with more interest in the community, it might be beneficial to hold off on moving forward with hiring an HOA management company</li><li>• Board discussed that it should be made clear to the community that if there continues to challenges with covenant violations, the Board will move forward with reassessing hiring a company in 2014</li><li>• Noted that covenants should be reviewed to ensure it represents accurate information about current dues</li></ul>
<b>3</b>	Covenants <ul style="list-style-type: none"><li>• Board discussed that covenants should be reviewed. Clarifications should be included where documentation is vague. Board will also consider items that homeowners may want to put forth for a vote of the community. This is to be discussed and solicited during the next homeowner meeting.</li><li>• Ideas for items to review and/or potentially clarify included:<ul style="list-style-type: none"><li>○ Review of home paint schemes</li><li>○ Grace period clarification for RVs (trailer, boat, RV) on properties</li><li>○ Use of equipment to maintain property versus using ATVs, dirt bikes, etc (section 5.3 item C)</li><li>○ Fencing</li><li>○ Animals</li></ul></li></ul>

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	<ul style="list-style-type: none"> <li>○ Number of buildings allowed on property</li> <li>○ Clarify time period for how long trailers/RVs/campers can be stored on property</li> </ul>
<b>4</b>	<p>Board Meetings</p> <ul style="list-style-type: none"> <li>● Discussion around frequency of board meetings – quarterly are to be set per by-laws, but it was agreed to that additional meetings during the next few months may be needed and board will be flexible to meet as required.</li> </ul>
<b>5</b>	<p>Next Homeowner Meeting</p> <ul style="list-style-type: none"> <li>● Amy noted the majority response that was returned to the board indicated that a weekday after work would be the best time for people to attend a homeowner meeting.</li> <li>● Board set Thursday, September 5, 2013 at 6:30pm as the next Homeowner meeting.</li> <li>● Anne offered the use of her garage for community meeting. Details will need to be worked out and shared with homeowners.</li> <li>● Amy will send notice to homeowners so they can prepare to attend. Also will solicit homeowner ideas and input for topics to discuss or items to recommend for changes. Board will continue to solicit input from homeowners up until meeting.</li> <li>● Board discussed follow up communications be done via email and regular mail so no one misses the information.</li> <li>● Board discussed that homeowners could identify proxies to vote for them.</li> <li>● Board also indicated people may need to provide their input in advance if they cannot attend the meeting.</li> <li>● Agenda was discussed and will include:             <ul style="list-style-type: none"> <li>○ Solicit ideas from homeowners about covenant changes (Board can then take these and draft language, gain agreement from submitter and put to a community vote with all ideas that have been submitted)</li> <li>○ Watering schedule</li> <li>○ Open positions – solicit interest from homeowners for VP and Director positions</li> <li>○ HOA Management Company – review financial estimates without management company and with management company</li> <li>○ Updates on directory</li> </ul> </li> </ul>
<b>6</b>	<p>Communications to Homeowners</p> <ul style="list-style-type: none"> <li>● Board discussed single email address to communicate to homeowners</li> <li>● Amy will send information about new email box and board will also share in homeowner meeting (note: request homeowners ensure address is in contacts so as to not go into junk mail or deleted)</li> </ul>

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ACTION ITEMS			
	Description	Person Responsible	Deadline
1	Draft financial estimates for with/without HOA management company for homeowner dues	Anne	August 15 <sup>th</sup>
2	<del>Draft agenda and send to board for input, edits</del>	Amy	Aug 5 <sup>th</sup>
3	<del>Draft meeting minutes from board meeting and send out for review</del>	Amy	July 24 <sup>th</sup>
4	Email community re: date of meeting, details to follow, ideas can be submitted, people interested can send to coyotehillshoa80107@outlook.com	Amy	July 23 <sup>rd</sup>
5	Update directory with new HOA email address for directors	Amy	July 26 <sup>th</sup>
6	Update Kendall 715 Coyote Trail email in directory from Anne, Corell emails, Steve Seitze emails	Amy	July 26 <sup>th</sup>
7	Take board meetings to Bellco for changes to the positions for board members	Jackie, Anne	Sept 1 <sup>st</sup>
8	Look at switching account to Wells Fargo in Elizabeth from Bellco, need to consider moving money from Bellco, costs associated with leaving Bellco	Anne	Sept 1 <sup>st</sup>
9	<del>Reach out to homeowner with past violations</del>	Jackie	July 29 <sup>th</sup>
10	Email updated directory to board	Amy	July 26 <sup>th</sup>