

**Dawson Landing Homeowners Association
Board of Directors Meeting Minutes**

Date of Meeting: February 12, 2019

Location of Meeting: Ferlazzo Bldg Cafeteria

1. Call To Order. The meeting was called to order by the president, Keith Manry, at 7:00 PM.
2. Quorum. A quorum was present with the following directors in attendance: Keith Manry, Afsar Qureshi, Bud Parlette, Tri Tran, Candace Bruns, Darryl King, and Germaine Roseboro.
3. Approval of the Minutes. A motion was made by director Manry to approve the minutes of the January 2019 Board meeting; the motion was seconded and unanimously approved.
4. Old Business.
 - a. ARB. Director Bruns reported:
 - i. John Kelly is interested in joining the ARB. A motion was made to appoint Mr. Kelly to the ARB, was seconded, and unanimously approved.
 - ii. A non-standard mailbox with a metal post was approved pending signature of 1 remaining neighbor signature.
 - iii. Criteria and Standards changes for fence height to 6 ft and pet feces were discussed. Formal writeup is not complete. ARB is also investigating collection stations to include collaboration with PWC on the Rippon walking trail.
 - b. Grounds. Director King reported:
 - i. 6 or 7 requests for bid were requested for common area water shed clean-up. Two received to date for \$30K and \$24K. Discussed breaking up work and PWC inspection approval prior to payment. Initial focus is on the Wildlife Way property cited by PWC, which must be completed by 15 March. Another extension was discussed using the bid process and cost as leverage.
 - ii. The grounds contractor provided a quote to refurbish the Dawson Landing entry signs.
 - iii. Bids for common area surveys are on his "to do" list. Need to provide homeowner with a monthly status update.
 - c. Duck Blinds. Outstanding.
 - d. AirB&B. Director Burns turned over to the Management Company.
 - e. Retaining Wall.
 - i. Conveyance. Director Manry received a ruling from the attorney stating the homeowner would need to accept conveyance.
 - ii. Inspection. Discussion on lack of conveyance prompted insurance and inspection discussion. Director Roseboro noted auditors will contact MJF directly regarding the kick off for this year's audit.
 - f. Dawson Landing Entry Signs. One bid received.
 - g. Director Manry discussed recommended changes to the survey to be attached to his welcome letter. The survey will be offered with a stamped return envelope, and electronically via Survey Monkey. A motion was made and seconded for both the inclusion of a stamped return envelope and 2 months of Survey Monkey service at approximate \$36 per month. Both motions were unanimously approved.
 - h. Events. Director Bruns suggested a homeowner meet and greet at Brooklyn Pizza. 20% off weeknight.
 - i. Bi-Annual. Need to start planning.
 - j. Proxy. Address why the Secretary controls votes if a homeowner checks uninstructed proxy but does not include their representative. Shouldn't that proxy be counted as quorum only? Another question for the attorney during training.

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5. New Business.
 - a. FAQ for the Website. Discussion (e.g. snow removal - reference the PWC code).
 - b. President Emergency Funds. Funding needs to be determined, voted, and documented.
 - c. Actions Taken without a Meeting. Discussion on unanimous approval required outside a meeting as stated in the Bylaws. Some Directors questioned. Best response will be that of the attorney during March training.
6. Homeowners Forum. No comments were raised to the board.
7. Action Items:
 - a. Director Manry to reach out to PWC for another extension for the pond maintenance.
 - b. Director Manry to provide attorney ruling on the retaining wall to the Secretary for the record.
 - c. Director Parlette to provide Directors Qureshi and Tran with the PWC land records for properties with the retaining wall. The records were previously provided by the attorney.
 - d. Director Tran to research retaining wall inspection.
 - e. Director Tran to analyze the reserve study to determine if and make recommendations on what corrections may need to take place.
 - f. Director Parlette to recommend on how to automate calendar reminders based on the "living" transition document.
 - g. Director Manry to issue the letter/survey to MJF for distribution by 1 April. Setup Survey Monkey. Work with Director Parlette to consolidate responses for distribution by 15 April. Report on website and Nextdoor.
 - h. Carry Over Items:
 - i. Director Tran will prepare for the annual audit and make necessary corrections.
 - ii. Director Qureshi will draft the fee reversal response for the request denied during new business.
8. Meeting Adjourned. A motion was made by director Manry, seconded, and unanimously approved to adjourn the meeting. Meeting adjourned at 8:50 PM. The president noted that the next monthly Board meeting is scheduled for March 12, 2019.

The foregoing minutes were approved by the Board of Directors on March 12, 2019.

R. Parlette
Secretary
Dawson Landing Homeowners Association