

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

Date of Meeting: June 11, 2019

Location of Meeting: Ferlazzo Bldg Cafeteria

1. Call To Order. The meeting was called to order by the president, Keith Manry, at 7:04 PM.
2. Quorum. A quorum was present with the following directors in attendance: Keith Manry, Bud Parlette, Tri Tran, and Germaine Roseboro. The following directors were absent: Afsar Qureshi, Candace Bruns, and Darryl King. No homeowners were present.
3. Approval of the Minutes. A motion was made by director Manry to approve the minutes of the May 7, 2019 Board meeting; the motion was seconded and unanimously approved. A motion was also made to approve the May 14, 2019 Bi-Annual HOA Meeting minutes; the motion was seconded and unanimously approved.
4. Open Forum. No homeowners were present.
5. Old Business.
 - a. Director Tran stated he did not bring copies of the annual budget but would provide via email.
 - b. Director Tran stated that due to a temporary assignment he will be unable to fulfill his duties as BOD Treasurer. Someone will need to sign checks and pick up mail.
 - c. Annual Audit. The Annual Audit was performed the past couple years by the Goldklang Group. Should be completed by August.
 - d. Reserve Study. A brief review of the reserve study revealed the HOA has insufficient funds in reserve, now that the retaining wall has been show on county land records to be the responsibility of the HOA to maintain. The BOD will be sent the study to review for discussion at the next meeting. Director Manry made a motion to make the Reserve Study a permanent budget line item. The motion was seconded and was passed unanimously.
 - e. ARB. No meeting in June. Property violations were mailed in May. Discussions tabled till next meeting.
 - f. Common area watershed maintenance. Two properties now completed, 1) one paid; 2) the second needs inspection prior to final payment. The company has been doing a great job and we expect no delay in moving to the next property.
 - g. Grounds Maintenance Contract. One complaint remains regarding mowing into homeowner's property.
 - h. Executive Session. Director Manry called the meeting into executive session for 1) update on attorney discussions and 2) request for fee reversal.
 - i. Homeowner Response. Director Manry to provide homeowner with contractor contact information to pursue property damage, and MJF contact information and fee schedule for obtaining copies of HOA records.
 - j. Fee reversal. Final discussions on the military member deployed overseas. A motion was made to reduce the fee by one half, was seconded, and approved unanimously.
 - k. Entrance Signs. Bids have not been shared with the BOD members. Tabled until next month.
 - l. Trash Contract. Discussion that the contract is a 5 year contract with a renew clause for 5 year increments versus a single year contract renewable for 5 years at the same rate. Severance of the contact within 5 years would need to be based on failure to perform. Procedure is in the contract.
 - m. Yard Sale. Director Manry shared that director Bruns suggested to change the date of the event due to lack-luster response. The sale date was announced at the May 7 Bi-Annual HOA meeting and May 30 on Nextdoor.com. Director Manry made a motion to stay the course for Jun 15.

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The motion was seconded and unanimously approved. Director Parlette was requested to send a reminder to homeowner email accounts on file and bump Nextdoor again.

- n. Air B&B. The homeowner sent a rebuttal to the violation for using his home as a business, stating renters are his guest. Director Manry to contact the HOA attorney.
6. New Business.
- a. A previous homeowner has requested a copy of the Dawson Landing budget as a template for his HOA in his new community, described as a grass roots effort. Director Manry made a motion to provide the budget after removing any tie to Dawson Landing (redacted). The motion was seconded and unanimously approved.
 - b. Contract Refresh. Time is approaching to review both management company and grounds contracts prior to automatic renewals.
7. Action Items:
- a. Director Parlette to send BOD members copies of the previous HOA audits and the reserve study to prepare for discussion at the next BOD meeting.
 - b. Director King to follow up on grounds contractor mowing into homeowners property.
 - c. Director Manry to provide homeowner with contractor contact information to pursue property damage, and MJF contact information and fee schedule for obtaining copies of HOA records.
 - d. Director Parlette to send Yard Sale reminder to homeowners who have provided email accounts and compliment the initial Nextdoor event notification.
 - e. Director Manry to contact attorney on Air B&B.
- Carry Over Items:
- a. Director King to obtain a key(s) for the fenced common areas to allow entry for maintenance, and provide a copy(s) to the President.
 - b. Director Parlette to update recommendation to increase fence maximum to 72" based on PWC guidelines presented.
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 July 9, 2019.

The foregoing minutes were approved by the Board of Directors on Jul 9, 2019.

R. Parlette
Secretary
Dawson Landing Homeowners Association