

**GNHOA BOARD MEETING MINUTES**  
**January 6, 2021**

**Board Members Present:** John Rickman, Mark Keller, Bob Swedenburg, Brian Bleike, Carroll Clabaugh, Lisa Cole, Andy McNabb, Bob Dahl, Gaines Burns, Bill Goettlicher and Tim Marburger

**Guests Present:** Alexander Davenport

**Board Members Excused:** Don Richardson

A quorum was present.

**Meeting Location:** The meeting was held via Zoom teleconference.

**Opening Remarks:** The meeting was called to order at 7:06 pm by President John Rickman.

**Minutes (Andy):** The minutes of the December 2nd, 2020, meeting were approved as presented.

**Treasurer's Report (Brian):** Brian provided a detailed report on the Treasurer's activities and finances through end-of-month December 31, 2020.

- a. Checking Account balance: \$42,747.75. Savings Account balance: \$131,438.29.
- b. 100% of payments were made on first tree removal service and 23 of 36 so far on the 2<sup>nd</sup>.
- c. Assessment Bills were dropped off on Monday January 4<sup>th</sup>, 2021 for mailing to owners. The due date is March 2<sup>nd</sup>.
- d. Received the final payment on customer 3039 which was a bankruptcy situation. Brian will clear out lien in the next few days.
- e. Payment received on two delinquent accounts, but five are still pending. One of the five is in process/communication. The details are in the treasurer's report.
- f. Insurance renewal costs increased this year by \$160 and the insurance agreement was signed today. There were a few coverage changes – the details are in the treasurer's report.
- g. Brian is planning to proceed with the with the Treasurer computer upgrade, which is budgeted for this year.

Brian also reviewed deposits, income, and expenses for December 2020. The details are contained in the monthly Treasurer's report.

**Webmaster Report (Bob Dahl):** Bob provided screenshots to demonstrate the web site and email usage data and reported that he posted the minutes and other items to the website. Additionally, the following was added to the website since the last meeting:

- Holiday picture change on front page

- January Invoices news on front page
- Golden Lights Winners except for filing 4 as he is still waiting on that information.
- The draft annual meeting minutes were posted.
- Email storage at currently at 50% capacity.
- Bob reported there are currently 263 subscribers to the GNHOA notification system.

**Alert System Manager Report (Lisa):** Lisa reported there were two alerts sent this past month.

**Welcome Packages Report (Lisa):** Lisa mailed one Welcome Package in December.

**Newsletter (Lisa):** Reminder to the board that inputs for the next newsletter are due this month.

**NEPCO Report (Bob):** Bob reported that the previously scheduled meeting was postponed to Saturday, 22 January.

**ACC Reports:**

Filing 3 (Gaines):

- 15010 Jessie – Deck Approved.
- 15285 Jessie – 30-day notice sent for an old/derelict vehicle violation.

Filing 4 (Tim): No activity reported this past month.

Filing 8 (Andy): No activity reported this past month.

Filing 9 (vacant): Carroll reported:

- 14740 Pristine – Deck and concrete patio approved.

**Old Business:**

1. Landscaping and Maintenance Report:

- Antelope Trails Easement:* John brought the board up to date on the ongoing discussions regarding responsibility for the “wetlands area” and trail to that area as well as the possibility of having the easement across from Antelope Trails Elementary removed or reduced. Discussions are ongoing.
- Restoration of Trail Steps Near Dam:* Don successfully removed the steps. The plan is to use sediment from the planned stormwater drainage repair work later this spring to ease the slope so that replacement stairs are not necessary. Additionally, road base will be added in the future to stabilize this area.

2. Storm Water Damage Repair Update:

- John reported that the lake was successfully drained and that it is possible there will be more sediment than expected. The HOA is waiting on an estimate for sediment removal based on a more detailed survey to know for certain.
- The number of additional check dams added as part of this project will be determined by the funds available after paying for sediment removal. Some sediment will be reutilized for the step removal project, which will save money because dirt will not have to be hauled in.

3. Baptist Road Sound Wall Repair: John reported that he is still waiting on the contractor to get the repair scheduled and is trying to communicate and schedule with the contractor.
4. Beaver Trapping Status: The Beaver in Jake's Lake is still there and likely will not be able to be removed until the spring due to the frozen water.
5. Owner's Email Registry:
  - i. John talked to the GCA about how they do their program. They do not have a formal system. John reported that they try to update email addresses as they can, and that process is important for making it work.
  - ii. John noted that we already have half the emails for the HOA but not attached to addresses – John offered the idea to send out an email so that we can match email addresses to specific property addresses. Then we can catch the remaining homeowners via the newsletter and website. Additionally, an owner's email could be added to QuickBooks to eventually allow for email billing and a future online billing system. It was suggested that Lisa should add an email address request to the welcome package to capture new homeowners.
  - iii. The board decided it needs to further discuss, consider, and refine these ideas to come up with a solid and complete proposal. John asked for a board member to take this project on for coordination. With no immediate volunteers, the project is tabled for now.
6. Proposal to Formalize HOA violation Process:
  - i. The board discussed some proposed changes and how to word some text in the guidelines regarding ACC and HOA roles and responsibilities. One specific suggestion was to include language stating that ACC and HOA representatives do not regularly patrol for violations.
  - ii. Additionally, there was discussion on how long the ACC should retain violation records as well as other aspects of the proposed violation tracking process. It was suggested to limit the retention of records for one year after correction of a confirmed violation.
  - iii. John will incorporate all the suggested changes and send out the revised proposal to the board members for approval before the next meeting.
7. Bylaws Review: John asked board members to review the bylaws over the next month with the goal of cleaning them up. Everyone was too busy over the holidays to review it this past month.

#### **New Business:**

1. ACC Approval Tracking Process: Based on discussions of the covenant violations tracking process, the board also discussed creating a similar standardized process to track and retain records of ACC approvals, disapprovals, and variances. John asked board members to come with suggestions to discuss at the next meeting.

#### **Topics from the Floor**

1. Recycling Route Issues and Delays:

- a. On several occasions over the past few months the recycling service has not been able to complete pickup in a single day including two times in the past month. On one occasion they missed two streets for the second pickup and a third pickup had to be scheduled.
  - b. John talked with the company manager who stated they would put a more experienced driver on the route to solve this problem. The board will monitor the situation to see if this solves the problem and follow-up over the next month if there continue to be issues.
  - c. The board also discussed the possibility of putting performance metrics into the GFL contract when it is up for renewal later this year, or consider utilizing another company if problems persist.
2. Street signs: Lisa noted that several street signs are not vertical and could require maintenance in the future. The board will continue to monitor the conditions of street signs.

Next Board Meeting: The next Board meeting will be at 7:00 pm **Wed, February 3, 2021** via Zoom videoconference.

**Adjournment**: The meeting was adjourned at 8:47 pm.

**Approved by a majority vote of the Board of Directors on February 3<sup>rd</sup>, 2021.**

//signed//

Andrew P. McNabb  
Secretary, GNHOA