

GNHOA BOARD MEETING MINUTES
July 10, 2024

Board Members Present: John Rickman, Brian Bleike, Lisa Cole, Bob Dahl, Bob Swedenburg, Rich Johnson, Andy McNabb, John Horvath, Don Richardson

Board Members Excused: Bill Goettlicher, Blair Dinkins, Tim Marburger, Carroll Clabaugh

Guests Present: None

A quorum was present.

Meeting Location: The meeting was held at the Bethesda Board Room.

Opening Remarks: The meeting was called to order at 7:00 pm by President John Rickman.

Meeting Minutes: The June 2024 meeting minutes were approved.

Treasurer's Report (Brian):

1. Checking Account balance: \$65,273.37. Savings Account balance: \$83,375.58.
2. Brian is continuing to process payments for Jan 2024 billing cycle - approximately 95% complete as of June 30.
3. Brian generated QuickBooks invoices for Jul 2024 billing cycle.
 - a. Brian escalated issues with recent QuickBooks Online changes to Invoice custom form and Batch Invoicing features, which made the previous efficiency/automation features unusable for many customers. Brian ended up reverting to manual duplication of invoices for all 483 homeowners to complete the billing activities. Brian provided feedback to QB tech support and account management; expecting resolution before next cycle in Jan.
 - b. Invoices were emailed on Jul 2 and mailed around Jul 9 based on resident notification preferences - about 33% opted for email in this cycle.
4. Brian negotiated a 50% discount for QuickBooks Online annual subscription renewal, which is due in early July 2024. Price for the first year of 2023-2024 was \$540 with promotional discount; adjusted price for 2024-2025 is \$1080 (reduced from expected cost of \$2160).
5. Brian reconfigured the monthly GNHOA Contact List Report email distributions to potentially resolve issues with delivery (replaced board@gnhoa.com address with individual email addresses). Email should be distributed from QuickBooks on the first day of each month to all Board members with short message and GNHOA Contact List report attachment in Excel format. Next scheduled delivery is Aug 1.
6. Delinquent account status:
 - a. Received full payment for 1 of the 7 accounts that were delinquent as of June Board meeting, with 6 delinquent accounts remaining.

- b. Received BoD approval to discontinue recycling and file liens on accounts 4120, 4106, 4112, 4108, 3004, 4022 in June. Will be issuing notices to homeowners in early July after wrapping up July billing activities.
- c. Large balance on account 7008 (15295 Jessie) is due to pending covenant violation fines which continue to be applied weekly; see discussion in ACC section below.

Webmaster Report:

1. Resident Directory
 - a. The HOA has received 243 responses for the GNHOA Resident Directory, which is 50% completion. Of those, 32% have selected email, and 39% email content delivery.
2. Website Activities
 - a. Bob updated the Board on website updates.
3. Email Server
 - a. Bob updated the Board on email status which is good. However, spam is becoming more of a problem, and Bob will try to block more of it.

Alert System Manager Report (Lisa): One alert was sent.

Welcome Packages Report (Lisa): Six welcome packages were delivered this past month.

NEPCO Report (Bob):

1. Bob noted the upcoming NEPCO meeting that will be on July 13th and will feature a panel of guest speakers on trails, open spaces, parks and future recreation projects.

ACC Reports:

Filing 3 (Blair):

- Complaints / Violations
 - 15210 Steinbeck – Letter sent regarding the above ground pool that was installed
 - 15425 Copperfield – Letter sent regard yard condition
- Requests / Approvals
 - 15295 Copperfield – Approved exterior paint
 - 97 Seagull – Approved extension of privacy fence along Gleneagle and landscaping.
 - 15295 Jessie:
 - The management company did not meet the timeline for project completion, which was June 30th, but they do have an approved contract for the work, but with no estimated completion date. The Board discussed options and whether to levy the fine or extend the deadline or potential other options to incentivize the company to complete the project quickly.

- Blair, who has had direct contact with the company, was unable to attend the meeting and provide additional context.
- John proposed speaking with Blair to discover the contract completion date and potentially extend the fines and deadline to July 31st to allow completion.
- The Board is deferring a decision to gather more information.

Filing 4 (Tim):

- Complaints / Violations.
 - Requested John send four final violation letters for Board hearings and potential action. John proposed the 1st or 2nd of August for hearing dates with the 5th and 6th as backup dates.
- Requests / Approvals
 - 15245 Paddington – Approved driveway replacement
 - 15467 Jessie – Approved shed
 - 15355 Paddington – Approved landscaping

Filing 8 (Andy):

- Complaints / Violations:
 - None
- Requests / Approvals:
 - 15925 Holbein – Approved landscaping
 - 15430 Curwood – Approved patio
 - 15935 Holbein – Approved landscaping

Filing 9 (Carroll):

- Complaints / Violations
 - None
- Requests / Approvals
 - None

Landscaping and Maintenance Report:

1. Area Maintenance:
 - a. Don reported on updates on maintenance and various projects, cutting, and weed eradication.
 - b. Don asked about the trail maintenance with additional breeze before fall. This project is tabled for now. Don estimates this will cost approximately \$3,000.
 - c. The concrete repair on the trail below Alcott Ct. is tabled for now and not urgent. The approximate \$4,500 cost is not doable at this time.
 - d. John Horvath mentioned loosed and falling bricks at the entrance to filing 9 which will be investigated.
2. Tree Removal:
 - a. Most of the remaining tree removal projects were completed including near Alcott Ct. and other areas.
 - b. The trees in the drainage area between Paddington and Gleneagle are not urgent and will be dealt with next fiscal year.
3. Holbein Drive Drainage Clearing & Repair

- a. This project was completed and done very well. It came in over budget but was reasonable considering the scope and quality of the work done.
4. Signpost Replacement
 - a. Bob contacted the previous contractor, Workzone Traffic Control, who indicated interest in this project. Bob worked with John and Brian on a formal proposal that is a follow-on to the previous contract WZTC completed. Bob briefed the proposal and asked the Board to approve sending the proposal to WZTC for bid. A motion was made, and the proposal passed.
5. Algae Management
 - a. John reported the dye and algae is working on the lower pond but not the upper pond, likely because the upper pond has an underdrain. The HOA is looking for a way to turn off this underdrain and is contacting the original contractor for information.
 - b. Additionally, John reported that he and Tim are also looking for contractors who could manage this for the HOA in the future.
6. Noxious Weed Spraying
 - a. Annual spraying was completed, but there were a few additional areas identified that need to be sprayed.

Improvement Projects:

1. Filing 3 Entrance:
 - a. Lisa briefed the Board the proposal that was previously sent to the Board via email with a project cost of approximately \$2,500 for a fence and rocks.
 - b. The current proposal's fence line is complicated, and several Board members suggested getting together with the contract to discuss the precise placement of the fence and the specific details of the project including whether a total enclosure and gate is necessary.

Old Business:

1. Short-Term Rentals – Potential Covenants Change
 - a. John is still working on this for the fall.
2. Clean-Up Weekend – June 8th and 9th
 - a. John stated this event went well and all the dumpsters were filled. John noted that next year he would push for more volunteers.

New Business:

1. Green Thumb Awards
 - a. July 8-14 is the evaluation period – Brian handed out the reward gift cards.
2. August Newsletter
 - a. Lisa noted the Newsletter should go out in mid-August and asked Board members to start thinking about inputs.
 - b. Additionally, John said we would need to settle on a date for the annual meeting to include in the newsletter and proposed October 16th. John will look at

scheduling the space for at or near that date and let the Board know the confirmed date.

Topics from the Floor: None

Next Board Meeting: The next Board meeting will be at 7:00 pm on Wednesday, August 7th, 2024.

Adjournment: The meeting was adjourned at 8:32 pm.

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Andrew McNabb
Secretary, GNHOA