

MILESTONE HOMEOWNERS ASSOCIATION
Board of Directors Meeting
January 3, 2022 – 7:00pm
Meeting was held by video/telecon.

Board Members Present: Mike Johnson, President
Romain Tweedy, Treasurer
Mahendra Pandey, Member at Large
Raman Veda, Member at Large
Rajesh Sreedharan, Secretary
Vic Dua, Vice President
Dennis St. Jean, Member at Large

Management Present: Laura Etchison, Community Manager

Recording Secretary: Terry Cromwell

Others Present: Several homeowners were present on the video call.

Laura E announced that the meeting is being recorded. She requested everyone on the call please mute their microphones unless they are speaking.

Owner Forum – There were no owner questions

Call to Order

Mike J called the meeting to order at 7:04 pm.

Dennis St. Jean informed the Board that according to the CCOC, new Board members should not vote or make any motions for the first thirty (30) days of their term. Therefore, he would not be voting or making motions at this meeting.

Approval of the December 6, 2021, Board of Directors Meeting Minutes & Review of the Reconvened Annual Meeting Draft Minutes

Mahendra P motioned to accept the Board Meeting minutes from December 6, 2021, Raman V seconded the motion which carried unanimously.

Laura E asked the Board Members to review the draft reconvened annual meeting minutes, after reviewing the Board agreed on some changes to the minutes and requested Laura E send the revised minutes to the Board for review. These minutes will be reviewed and approved at the 2022 annual meeting.

Financial Report – Laura E reviewed the financials from November 2021 which were included in the Board packet and are available to the Board through Vantaca. She stated the Association should end the year with a positive variance of approximately \$8000 after all invoices for 2021 are paid.

Rajesh S stated at the next meeting the Board should look at the amount spent on snow removal and if there are funds left over, they should vote to transfer them into the snow contingency fund. Rajesh S also asked if the Board would consider extending the 3% discount to members that pay their dues in full until January 31 since the coupon booklets were late going out and also consider waiving late fees for January 2022.

Rajesh S made a motion to extend the 3% discount to owners if dues are paid in full by January 31, 2022, due to the coupon booklets being late, Raman V seconded the motion, all were in favor.

Owner Hearing – 12402 Royal Crown Drive – Fence Request

Laura E explained the hearing process and gave a summary of the request. The owners applied to the ARC Committee to enclose their rear yard with a fence going forward to the rear corner of the home on the left side. The committee denied the request since it is prohibited in the governing documents. The owners are appealing

the decision and have requested a variance. The ARC denial and application is included in the Board packet. The owners were present on the call, Laura E asked them to share their reason for asking for a variance. The owners stated they would like the fence to be installed 13' from the back corner of the house on the left side so it could go around the HVAC unit and two trees that they prefer not to remove. A discussion pursued. The Board stated to the owners they would like them to contact their neighbors to the left of them and behind them and asked them to acknowledge that they are aware of the project by initialing the application where it asks for neighbors' acknowledgement. The Board stated they will further discuss the variance and Laura E will contact them tomorrow with the Board decision.

Management Report

Laura E stated there is a new phone system at IKO. The system is now through software called TEAMS. There have been a few issues with the voicemail but is now working appropriately.

The coupons for assessments have been received by owners and some have already prepaid for the year. There was some storm damage in August and September on trees in the community, the Board approved a contract with Myers to remove them, but the work has not yet been completed. Laura E has emailed them for an update.

Laura E received the revised reserve study back from Miller Dodson, once she reviews it, she will forward it to the Board.

There was a car accident at the entrance of Stardrift off of Rt. 355. The large boulders in the area were damaged but other landscaping looks fine, she will monitor the landscaping.

Rajesh S asked if the move to TEAMS software will affect the owners in the community and will it be used for HOA meetings in the future. Laura E stated currently it is just used for the internal phone system. If this changes she will give the Board a heads up as soon as she can.

Mike J asked the following questions: Did a letter go out to the owners in the community that have chickens in their yard. Laura stated yes and she had not heard from the owners or anymore concerns regarding the chickens.

Was there an update on the fence issue, she stated no she had not heard anything and thinks there is probably a back log on the CCOC's side.

Did anyone win the raffle for the Annual Meeting drawing for those that attended or sent in a proxy, Laura E stated yes, a winner was drawn shortly after the meeting, but she could not remember their address. She will email the winners information to the Board.

Did you receive any additional quotes for trash removal? Laura E stated this issue is on the agenda for later this evening.

Action/Discussion Items

Election of Board Officer's: Rajesh S suggested the Board maintain the same positions as before. Dennis S stated he was interested in either the Treasurer or Vice President position. A discussion pursued. Mike J motioned to nominate Dennis as Vice President. No second.

Rajesh S made a motion to elect Mike J as President, Vic D as Vice President, Romain T as Treasurer, and Rajesh S as Secretary, Raman V seconded, all were in favor.

Approval of Committee Members: *Raman V made a motion to approve the ARC committee members for 2022, Rajesh S seconded the motion, all were in favor.*

The Board tabled the approval for the social committee members until they speak with the chair of committee and get a current list of volunteers. The chair of the committee requested that six volunteers be approved but the charter for the committee only allows three members. The Board decided to keep the members at three as per the charter and asked that the other members be volunteers and assist with events. Laura E will discuss this with the chair and asked for his recommendation for three members.

Mike J thanked all the volunteers for wanting to serve on the committees.

J & J Trash Contract Renewal: Laura E stated the renewal information was in the Board packet. The price was \$5.00 per unit and for 2022 has increased 45% to \$7.25 per unit. Laura E stated in the last 30 days she has seen an increase in all communities for trash removal, she is now having issues even getting contractors to bid on the community. J & J has the lowest price she has seen on any bids, \$10.00 has been the lowest she has seen on any new bids. Laura E does not believe they will get a lower bid from any contractor. She

recommends signing the renewal for at least one year but isn't sure about signing it for multiple years at 5% and 7% increase. The Board questioned if they could terminate the contract if they got a better price 10 months down the road. Rajesh S asked how the Association would fund the increase. Laura E suggested the Board ask J & J to add two clauses to the contract: 1) J & J must give the Association 30 days notice before they can increase the contract price and 2) they would like a 30-day termination clause with or without cause.

Raman V made a motion to accept the J & J contract for five years as long as they agree to add two clauses to the contract that state: 30-day termination with or without cause and J & J must give the Association a 30-day notice before raising the cost to the contract. If they do not agree to the clauses the Association will sign a one-year agreement with them, Mahendra P seconded the motion passed with five yays, one nay (Romain T) and one abstained (Dennis S).

2021 Audit & Tax Engagement Letter:

Laura E stated the cost for the audit and taxes this year is \$175.00 over the 2022 budget.

Rajesh S made a motion to approve the Audit & Tax Engagement Letter, Raman V seconded the motion, six members were in favor, one abstained (Dennis St. Jean).

Annual Reserve Contributions:

This action was tabled until the Board has a better handle on the expenses for trash and snow removal.

2022 Goals & Objectives:

Laura E stated she will be adding an ongoing task chart in Vantaca for the Board Members to track open items and is working on the annual calendar for this year.

Committee Reports

ARC Committee: No report presented.

Social Committee: Mike J stated the Board has decided to keep the social committee at three members and asked that others be volunteers. Mike D stated he feels everyone will be fine with that decision and he will send the list of the three members to Laura E tomorrow.

General Discussion

The Board discussed ACC applications regarding neighbor's acknowledgement.

Dennis S brought up a concern that he feels the ACC application needs to be better worded regarding neighbors' signatures. Raman V stated applications should not be held in limbo because one neighbor has not signed. Rajesh S asked Laura E to find out when the process changed regarding neighbors acknowledging applications. A discussion pursued. The Board needs to decide if they are going to keep the acknowledgement section on the ACC application, remove it or keep it as optional. Laura E is going to check the Governing Documents and get back to the Board.

The Board discussed the hearing for 12402 Royal Crown Drive. The Board agreed that the owner should speak to the neighbors for the fence request since he is deviating from the guidelines. Rajesh S reminded the Board that the home behind this owner is in violation regarding a fence.

The Board decided that Mike J and Romain T will meet with the owner on site to look at the fence and report back to the rest of the Board and vote electronically so the owner does not have to wait another 30 days for an answer.

The Board briefly discussed Air B & Bs in the community. Laura E received an email earlier in the day regarding Air B & Bs and did not have time to put it on the agenda for tonight's meeting. It will be added to the agenda for next months meeting.

Adjournment

There being no further business Rajesh S made a motion to adjourn the Board meeting at 9:23, Raman V seconded the motion, all were in favor.

Respectfully submitted by Terry Cromwell