

**Board Meeting Minutes**  
**8/19/2024**

**CALL TO ORDER AT 6:13 P.M.:** Brian Dennis

**MEMBERS PRESENT:** Brian Dennis, President; Liz Arizpe, Vice-President; Tracy Petruska-Brumley, Treasurer; Linda Carullo, Secretary; De’Juan McDuell, Director; Darrell Hotler, Operations Manager; Dave Carullo, Finance Manager

**OPERATIONS MANAGER’S REPORT – Darrell Hotler**

- I. Fencing
  - a. Wood fencing along Vale Park Road needs to be sealed to maintain the fence.
  - b. Most of the residential front yard fences need to be repaired or replaced. So we do not deplete our capital funds, this project will be done in stages prioritizing those in worse shape.
  - c. White PVC would be more cost effective when replacing residential fences. The cost for PVC is much less than the cost of wood and will last longer.

**MOTION:** Brian moved that white PVC fencing will be used for residential fence replacement. Tracy seconded. Unanimously approved.

- II. Lawncare & Snow Removal – Darrell received an updated quote from Ramos for lawncare and snow removal for the upcoming season. These costs are reflected in the proposed budget for 2025.
- III. Mailboxes – Installation of new mailboxes is halfway done. Materials are on hand and will be installed as soon as manpower is available.
- IV. Signs for temporary parking will be installed as soon as manpower is available. Darrell will also check into painting parking lines.
- V. Flagpole – The flag is getting worn and needs to be replaced. Darrell will order a new flag.

**FINANCE MANAGER’S REPORT – Dave Carullo**

- I. 2023 Taxes payable in 2024 are done and sent in.
- II. Audit – Dave worked with our accountant, all is in good order, and an audit letter was received.
- III. Bank CDs have been transferred to Money Market Accounts at a higher interest rate.

IV. Capital Funds

- a. Townhome Capital Funds are being tracked and our records match the bank records.
- b. POA Capital Fund – Recent larger projects have been paid from general funds that were available rather than drawing from the POA Capital Funds. The upcoming fence repairs and replacements will be done in stages and paid out of the POA Capital Funds.

V. Operating Budget

- a. In planning the budget for next year, it was recommended that we increase the monthly amount set aside for the POA Capital Fund to avoid special assessments as we anticipate additional expenses as our community ages.
- b. An additional line was added to the proposed budget to show the Townhome Capital Funds paid by the townhome owners and is reflected in their total assessment amount.
- c. Lawncare and snow removal line items were increased to the quote Darrell received.

**MOTION:** De’Juan moved to approve the proposed budget in the amount of \$160,415. Liz seconded. Unanimously approved.

**OLD BUSINESS** – Linda Carullo

- I. Condos – A couple condo residents complained about weeds and unmaintained buildings, especially inside lobby areas. Tree branches are laying on buildings and need to be trimmed back. – The property management company for The Oaks Condominiums has not returned Brian’s phone calls. If he is not able to talk with them this week, we will write a letter.
- II. Nominees for Board of Directors – We have three Board members whose terms end this year. The Nominating Committee has invited residents to be a nominee by sending an email to 98 residents who agreed to receive email notifications and by contacting eleven people personally. At this time, only three people have agreed to be a nominee. We will also take nominations from the floor at the annual meeting.

Next Board meeting is September 16 to prepare for the annual meeting.

**ADJOURNMENT** – Brian moved to adjourn; Liz seconded. The meeting adjourned at 8:01 p.m.