

Huntington Estates Homeowners Association

BoD WORKING GROUP MEETING MINUTES

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AGENDA

1. **February 8, 2022** – Call to Order 6:00 p.m.

- Attendance Review, President's and ACC updates – John Kellerman
ACC requests approved last week Liliana and next door approved by Clay.
Email fence being fixed at Westmoreland Dr.

Attendance: Directors: John Kellerman, Clay Whittaker, Carlos Amado, Jim Hoch, Terry Maier, and Deborah Newton, Samantha Samford, Sarah Kinel,

Absent: Casey Wiley and Lois Davis

2. VP and Treasurer updates – Clay Whittaker

- C&R Violation Report Form design and posting status. Still working on this.

3. Treasurer updates – Jim Hoch

- Bank account access and QuickBooks training status
- 2022 Assessments Status - due 3/1/22. 28 members paid to date.
- Transparent Drop box set up in the front steps.

4. Secretary's & Maintenance updates - Carlos Amado

- Briefed Assist. Sec. Sam on Secretary Records, Google My Drive, and general tasks.
- January Minutes draft posted and Newsletter published
- BoD [reference familiarization] Certification Form status – All BoD need to sign update
Completed: Carlos, Sarah, Jim

5. Q1-Q2 Projects Schedule:

- Water Pipes & Road Upgrades Committee – Clay to schedule Engr Proposal reviews in Feb.
Committee volunteers: Clay, Terry (POC with the City), Carlos, and Sam (experienced with road contracts).

Review 4 Engr company work proposal. Best day to schedule is on Thursday for Sam.

- Old Bainbridge traffic island painting – Carlos schedule to complete by March

Maint. Committee: Carlos, John, Terry and Lois

John suggested 2nd week of March. Scheduled for Thursday March 15.

- By-Laws Update Committee – Carlos schedule By-Laws review by April

Committee volunteers: Carlos, Barry, Jim, Sarah, Terry, John

Will use the same format as used in C&R updates – side by side comparison with existing.

6. Clay: Deposits of Road Fund, take the percentage of dues plus remaining funds from 2021.

7. Clay will get with Jennifer Britt by next week to do the 2021 HEHA taxes.

Any Questions before adjourning to BoD attorney feedback discussion? None.

Public Meeting Adjourned at 6:34 p.m