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| **Finney Crossing Residential Master Association**  **Board of Directors Meeting Minutes**  Via Zoom video/telephone conference call  July 23, 2020 |



Attendance:

**FCRMA Board of Directors:** Pam Cowan, President

G. Miller, Vice President

Mark Graupman, Treasurer

Tanya Toth, Secretary

**Lakepoint Property Management:** Shannon Morey & Corey Hayes

**Finney Crossing owners:**

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| Barbara MacArthur | 333 Zephyr Road |  | Sallie Wager | 188 Dunmore Lane |
| Brenda Bankart | 76 Maidstone Lane |  | Sandy Shepard | 79 Halfmoon Lane |
| Carl & Joan Strandberg | 155 Holland Lane #3 |  | Spenser Weppler | 494 Zephyr Road |
| Christine Scott | 345 Zephyr Road |  | Suzanne Foss | 55 Halfmoon Lane |
| Cyndy Coy | 103 Maidstone Lane |  | Tim & Paula Cope | 108 Maidstone Lane |
| Dan & Mary Brooks | 570 Zephyr Road |  | Jodie Miller | 560 Zephyr Road |
| Daniel & Stacy Contois | 233 Dunmore Lane |  | Reed & Brenda Parker | 374 Zephyr Road |
| Dorothy Morris | 508 Zephyr Road |  | Paul Toth | 414 Zephyr Road |
| Liz Lasdon | 349 Zephyr Road |  | Les Allen | 127 Holland Lane #1 |
| Lori & Bob Pietropaoli | 259 Zephyr Road |  | Wanda Bayer | 106 Maidstone Lane |
| Marie and David Shanks | 399 Zephyr Road |  |  |  |

Meeting called to order at 6:35 pm by Pam Cowan.

Pam Cowan requested some changes to the order of discussion of items on the agenda. Tanya Toth made a motion to approve the agenda for the meeting with suggested changes, Mark Graupman seconded the motion. ***Motion passed 4-0.***

Pam Cowan made a motion to approve the minutes from the June 25, 2020 board meeting as presented. Tanya Toth seconded the motion. ***Motion passed 4-0***.

**Monthly updates:**

* **Financial report presented by Board Treasurer, Mark Graupman**. Revenue is tracking slightly ahead of budget due to unexpected late fees that have been collected. Expenses are running higher than budgeted, particularly with respect to DiStefano contract. There was a discussion about the overages being due to fees that were billed in 2020 for services provided in 2019 and also additional expenses that were billed to the Association for snow removal following large storms. There were also stormwater fees that were paid in 2020 that were budgeted in 2019. Delinquent dues amounts continue to decrease but there are still accounts that have dues that are late. **Action Item → Mark Graupman and Shannon Morey to work through the list of outstanding dues to make sure that none exceed 90 days and that all old balances are cleaned up.**
* **Property Report presented by Corey Hayes and Shannon Morey from Lakepoint**. Corey reported that Lakepoint is continuing to monitor and respond to homeowner requests for repairs to siding, trim and gutters. While the Board is working through the warranty process for the siding with the manufacturer and Snyder Homes, repairs will be made if there is a danger of damage to the home. Gutter downspouts are being replaced that have been damaged by landscapers. Pam Cowan reiterated the need for everyone to make sure that repair requests get routed to Lakepoint through the Maintenance Request on the Lakepoint website so that they are properly logged and tracked.

Shannon reported that Lakepoint is aware of the issues with the landscaping and weeds. She has been in constant communication with DiStefano to identify areas that need work, additional weeding, etc. Poor soil conditions are contributing to the weed problems along with the issues with patchy grass and is working with TruGreen and DiStefano to find solutions. Additionally, the early season weed and feed that was applied by TruGreen has not been as effective due to the delays in application as a result of the pandemic, which is why there are so many more weeds this year than last year. **Action Item → Shannon to follow up with TruGreen on the costs relating to weed and feed that isn’t working.**

There was a further discussion of the overall curb appeal of the community that should be considered as part of the overall landscaping plan going forward (i.e. trimming of shrubs, splitting of perennials as they mature, etc.)

Shannon also reported that the vents that were due to be cleaned this year have been cleaned and asked that if homeowners didn’t have their vents cleaned and believe that they should be on the schedule for cleanings this year to reach out.There was a further discussion about more frequent cleanings of the vents in certain units due to their design. **Action Item → Lakepoint will discuss the design challenge presented by this particular unit design with the vent cleaning company and update recommendations for more frequent cleaning if warranted**.

* **Final review, discussion and adoption of policies relating to tennis courts, pool and clubhouse**. G Miller reported on the comments that were received by Lakepoint and the Board from the community. Comments all related to the pool policy with the majority of the comments relating to the proposed quiet hours. There were thanks to the clubhouse committee for all the work on the policies and a reminder to the community that we are still operating under the COVID-19 temporary rules for the pool use and that everyone should be aware of the number of residents that live in the area of the pool that are working from home. Tanya Toth noted that there were some minor edits made to the proposed policies and circulated to the Board to correct some typographical errors and to update the clubhouse registration to reflect the new policies. Pam Cowan suggested one additional change to the polices to make it clear that the rules are overseen by the board with the recommendations of the committee. Tanya Toth made a motion to approve the Clubhouse Guidelines, the Pool Guidelines and the Tennis Court Guidelines as presented with change requested by Pam Cowan. Mark Graupman seconded the motion. **Motion passed 4-0.**
* DRC Approvals

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| 94 Maidstone Lane | Addition of Little Library adjacent to Chelsea Commons  Pam Cowan moved to follow DRC recommendation and approve the project. Mark Graupman seconded the motion. Tanya Toth suggests that library being put in the clubhouse with concerns over maintenance and keeping the area from becoming a dumping ground for books. A Community discussion ensued about how it will be maintained and how funds will be raised for the construction in conjunction with Chelsea Common. With no further discussion, the vote was called. **Motion passed 4-0.** |
| 72 Halfmoon lane | Retaining wall and expansion of stone patio  Tanya Toth moved to approve the application as recommended by DRC. Mark Graupman seconded the motion. With no discussion, the vote was called. **Motion passed 4-0** |
| 132 Stillwater Lane #1 | Installation of flag holder on entry door column  Pam Cowan moved to approve the application as recommended by DRC with qualifications established by the DRC as to location and other requirements. Tanya Toth seconded the motion. With no discussion, the vote was called. **Motion passed 4-0**. |

**New Business:**

* **Appointment of Interim Board member:** The Board and the community members at the meeting acknowledged G. Miller’s contribution to the Board and thanked him for his years of service to the community as the first community member to be elected to the Board while still under developer control. The Board received three applications for volunteers to replace outgoing board member, G. Miller. Only one of applicants is a carriage home owner.

Pam Cowan moved to appoint Eric Berger as the new board member for the remainder of the current term (ends December 2020). Mark Graupman seconded the motion. There was no further discussion*.* **Motion passed 4-0**. There was a further discussion about involving the other community members that volunteered for the board position to get involved in other board projects.

* **Discussion of ongoing board projects:**  Pam Cowan explained that the Board has four (4) large projects in front of it for the remainder of the year and proposed assigning each of the board members with taking the lead on a project to keep them moving forward. ***Action Item → Project Leads should create a plan for completion and identify what additional resources might be needed for the August board meeting.***

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|  | ***Project*** | ***Board Lead*** |
|  | Snyder Handover (warranties & follow up items) | Pam |
|  | Siding warranty claims | Eric |
|  | Budget/Capital Reserve | Mark |
|  | HOA Restructure | Tanya |

* **Update on search for internal communication tool:** Tanya Toth provided an update on the search for an internal community communication tool that would replace the existing tools that are being used (i.e. Constant Contact, Google Groups, Survey Monkey, Lakepoint website) into one platform so that community members can go to one place to find information. The goal is to find a product that provides as many of the options as possible, is reasonably priced and will be used by the community. There are a lot of options out there that will fit the bill. There has been some testing of a couple of platforms, but that needs to be expanded. The Board is also looking into platforms to assist with conducting the community Annual Meeting virtually as well as implementing electronic voting for the annual meeting and board elections. **Action Item → Tanya Toth will form a committee to assist with soliciting input from the community, vetting software platforms and provide recommendations to the Board.**

***Pam Cowan moved to adjourn into Executive Session @ 8:07. Tanya Toth seconded the motion.*** ***Motion passed 4-0.***

[***Executive session***]

Mark Graupman moved to close the executive session @ 8:38 pm. Pam Cowan seconded the motion. Motion passed 4-0. Meeting adjourned at 8:39 pm.