

Willoughby End HOA TRANSITION Board Meeting Minutes

Date: June 2, 2023

Meeting called to order by:	Jenny Clark, President
Attendees:	Joe Rogers, vice-president Sharon Hammond, secretary-treasurer Donna Williams, Lambeth Agent Michelle Grimm of Lambeth
Accept and Approve Minutes from 5-21-23	Minutes approved via e-mail and posted by Michelle.
Accept and Approve Financials from _____ (date):	N/A

UNFINISHED BUSINESS

Topic	Open Work Orders and Deferred Maintenance Projects
Discussion	Bids from CNE, Garcia reviewed.
Conclusions	Donna to obtain additional bids for door staining, dormer repair, pressure washing, and painting.
Topic	Irrigation
Discussion	Brightview's communication to LIS is poor. Donna obtained backflow testing list from the city and will try to coordinate testing dates going forward.
Conclusions	LIS has sent bills to the 12 individual unit owners and will turn on irrigation pending owner approval of bill for repairs. Donna will discuss repairs for common area irrigation systems with LIS.

Topic	Brightview
Discussion	Performance has been poor, and Del has no control over billing, laborers, or subcontractors. Mulch was billed for in March and was just now laid; it is of poor quality. I am not sure any homeowners received the additional bales paid for through Ruth Ann to Brightview. Fence repair has been billed for twice and is still not done. Shrubs have not been well trimmed, and dead plants have not been removed. Flowers were not planted at the entrance as requested. Irrigation is not on, supposedly due to electrical issues at the entrance.
Conclusions	The Board unanimously voted NOT to renew the Brightview contract, which expires SEP 1 st . Donna will begin soliciting lawncare bids.
NEW BUSINESS	
Topic	Leased Units
Discussion	
Conclusions	The Board requests copies of leases be maintained by Lambeth along with contact information for tenants.

NEW BUSINESS

Topic	Margaret Chase's Letter
Discussion	Communication regarding solar technology in our community has been written by our HOA attorney in order to clarify confusion apparent at the annual meeting.
Conclusions	The letter was approved by the Board and sent to the community by Michele.
Topic	Architectural Control Committee "ACC"
Discussion	The ACC has its own authority separate from the Board, even though it is appointed by the Board.
Conclusions	The Board will appoint 2 members of the ACC, each to serve 1-year terms, and Joe Rogers will serve as the 3 rd appointed Board member.
Topic	Advisory Committees
Discussion	Joe Rogers will serve as liaison of the Property and Solar Panel Advisory Committees. Sharon Hammond will serve as the liaison of the Social Committee.
Topic	Republic Waste Fee Increase
Discussion	
Conclusions	Donna to call Republic to see if the fee can be decreased.

Prepared and Submitted by:

Name: Jenny Clark, President