

Cedarfield 2 HOA Board Meeting Minutes February 21, 2023

Called to order 7:06 p.m.

<p>Attending:</p> <p>Bob Creighton, President John Carothers, Vice President Jason Bacon, Member at Large Candice Long, Hawthorne Management</p> <p>Residents:</p> <p>Richard Jackson Leslie Kepler Eve Smith</p>	<p>Absent:</p> <p>Catherine Smith, Secretary Perry Brittain, Treasurer</p>
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President Report

- Bob and John met with Candice and Jon Outlaw of Hawthorne Management to discuss CINC functionality, setting up a pre-paid debit card for Board Business Use, and alternatives for existing legal representation

Treasurer Report

- Perry emailed his report to the board due to being on the road
- Discussion of large percentage of the office supplies budget has already been used and that some office supply expenses are actually postage and the record needs to be revised

Committee Reports

Landscape	<ul style="list-style-type: none"> • Landscape Committee is currently without members and we need several people to serve on this committee • Bob met with Krista of Superior Landscaping to discuss trimming crepe myrtle and creek growth • Bob with the Pike Nursery rep regarding a contract for the monument replanting project and getting the project on Pike's schedule
Pool	<ul style="list-style-type: none"> • Discussion of incident at the pool regarding a car doing donuts in the parking lot on a Saturday at 9:30. A nearby homeowner heard it but did not call the police, which we encourage people to do for any situations where they are concerned. • Former Board member Doug Schultz was able to provide copy of video from one camera. Showed 5 youth recording the car. The youth then walked down the sidewalk towards River Willow. <ul style="list-style-type: none"> ○ Also discussed whether there is proper signage to mitigate the HOA's liability for activity on the property. There is one sign however we may want to add several signs at both entrances to the parking lot • Pool video access has been revised so that Bob has access and Naomi will be added due to her role as the Pool Committee Chairperson. Last fall the board determined that only current Board members and the chair of the Pool Committee should have access to the cameras
Welcome	Katie reported by email that she distributed welcome gifts to new homeowners

	Bob requested that Candice send Katie new ownership/rental information monthly Discussion of how Hawthorne identifies new residents – Candice looks in CINC and pulls the information
Social	Upcoming event on April 1 st for Easter, shared event with C1
Architectural Control	Bob reported 3 requests were received and approved

2023 Goals Discussion and Prioritization

Goals proposed by Bob

- Rental restrictions identification and oversight process
- Landscape improvements continuation
- Property maintenance violations
- Pool memberships process and promotion
- Reserve study to identify costs and timing for assets
- Increase owner engagement

Added at the meeting:

- Website update and organization
- Committee staffing

Several of the goals were discussed to provide information about the type of actions that would be needed for the goal.

Rental restrictions	<ul style="list-style-type: none"> • Two volunteer committee members so far - Leslie Kepler and Kevin Chelko • Additional member(s) desired including a real estate agent and real estate attorney • What will the HOA committee handle and what will Hawthorne handle? • Committee to come up with proposed process and present to Board • Communication needs for all property owners, for new renters, and for property managers • Add guidelines to website and highlight • Develop a checklist for renters and rental managers and put on website
Property maintenance violations	<ul style="list-style-type: none"> • Management of long-term continuous violations versus new violations <ul style="list-style-type: none"> ○ Levels of violations for egregious habitual violations versus minor occasional violations that are promptly addressed • There is a long time lag with monthly drive by inspections impacting whether a violation has been addressed before the next monthly inspection • Requested templates of notifications that Hawthorne sends out so that wording can be reviewed and possibly rewritten for clarity and friendlier tone • Challenge of lack of information available about repeat long term violators as the records are only in Hawthorne’s prior information system. Need to transfer history of repeat violations to CINC • A plan and process for how violations are to be handled needs to be developed • Make sure guidelines are clear and on the website

Increase owner engagement	<ul style="list-style-type: none">• Jason Bacon volunteered to work on this
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After robust discussion and questions Bob asked those people present to rank order the goals so that he could prioritize board and committee projects and tasks moving forward. The rankings are as follows:

1. Staff the committees, especially Landscape, Rental Control, and Social
2. Property violations
3. Develop & Implement Rental Control procedures
4. Improve homeowner engagement with the HOA
5. Complete study of reserves needed for different assets
6. Sell pool memberships
7. Improve appearance of common area landscaping

Architectural Control Guidelines Discussion

- While the Amendment vote was underway the existing AC Guidelines were removed from the website so they would not provide incorrect information. (Most of the information remains valid and in effect).
- Proposed guidelines have been updated by the Architectural Control Committee and we began to discuss those updates. Because several members were missing and not all were ready to comment, we tabled the live review and requested input via email by March 7th
- What process should be followed when painting or siding is done without ARC approval?

Next meeting revised to Monday, March 20th via Zoom due to Bob being out of town and able to do a meeting on Monday but not Tuesday the 21st

Meeting adjourned at 8:45 p.m.