



Chapel Park Homeowners' Association Trustee Meeting Minutes June 20, 2020

The meeting was called to order at 9:03 a.m. by Thorn Keene at Darrell Albanito's home (outdoor meeting with social distancing). Trustees in attendance: Darrell Albanito, Denny Irwin, Thorn Keene and Steve Klemm. Unable to attend: Nick Anderson

1. Minutes Approval – March 1, 2020

The minutes from the March 1, 2020 meeting were unanimously approved by the trustees via email. Minutes have been posted to the website.

2. Current Account Balance

There was no treasurer's report.

3. New Trustee: Nick Anderson

The HOA welcomes Nick Anderson as a new trustee for the 2020-21 fiscal year!

4. Neighborhood Party

Trustees discussed the possibility of a neighborhood party. At this time, the HOA will not make solid plans to host a party due to the COVID concerns. Depending on when the next phase of re-opening will take effect (projected Phase 4 on July 1), we can quickly pull an outdoor gathering together if it aligns with state guidelines and we can implement adequate social distancing.

5. Spring Landscaping Strategy

A group of homeowners cleaned up the landscaping around the sign at the four way stop on Memorial Day weekend. There was some re-mulching done as well. Denny stated that it would be nice to create a landscaping plan that would make it consistent between both sign areas. HOA could receive designs from a local landscaping company, as desired. The expectation would be that the suggested plants would be purchased from the company. Denny will reach out to Steve and Noreen Friedman on next steps with a landscaping design request.

6. Directory Status

Denny will reach out to the new owners in the neighborhood and update the directory. We will try to distribute the updated directories with dues notices later this summer.

7. 2020-21 Budget

There was a discussion regarding dues for this upcoming year given the coronavirus pandemic. Thorn made a motion to keep the dues at \$75.00 with a hardship clause in the dues notice if homeowners have financial difficulty paying the dues. Darrell seconded; the motion was unanimously approved by the trustees in attendance.

An additional line item for the neighborhood party was also discussed; we will add a line item for a potential neighborhood event this fiscal year. Trustees reviewed the entire 2020-21 budget and discussed each line item amount. Thorn made a motion to approve the budget; Denny seconded; unanimous approval from all trustees in attendance.

8. Project Approval Requests

- 10708 N. Dana Drive – Project request for a new concrete patio in backyard and extension of driveway on the third car stall. Darrell made a motion to approve; Thorn seconded; unanimously approved
- 10608 N. Alex Drive – Project request for roof replacement and new gutters/downspouts. Steve made a motion to approve; Denny seconded; unanimously approved



9. Liability Insurance Strategy

Thorn has benchmarked costs for the HOA's liability insurance. There may be an opportunity to get new quotes from insurance providers based on revised liability coverage limits. It could lower the HOA's annual insurance premium by approximately \$200. Trustees will determine at next meeting if they want to contract with a different insurance provider and adjust insurance coverage.

10. Covenant Modification Update

Thorn has not heard back from our attorney regarding the request to provide a basic review of our covenants. He will follow up with our attorney to confirm receipt of our request and review status. Denny inquired about our official attorney of record; currently there are two firms that perform work for the HOA. Thorn will also request from Heyl Royster an estimate of what it would cost to take care of the Association's annual filing, which is currently handled by our other attorney.

11. Q3 Newsletter Topics

Thorn will draft the newsletter for the Q3 newsletter. Topics will include:

- Landscaping Design
- Dues for 2020-21
- Picnic Update
- No Dumpster This Year
- Yard Light Update
- Pet Waste Reminder

12. Election of New Officers

The election of HOA officers was held.

- President
 - Darrell nominated Thorn Keene for President; Thorn accepted
 - Steve nominated Nick Anderson for President; Nick had previously accepted
 - Discussion was held; Trustees appreciated that Nick was interested in getting actively involved in the HOA and serving as an officer immediately. Since he is a new trustee, the other trustees felt that Nick serving in another officer position this fiscal year would help him get up to speed on HOA business and potentially serve as President next fiscal year.
 - Vote for President was held; 4-1 vote in favor of Thorn Keene
- Secretary
 - Denny nominated Steve Klemm for Secretary; Steve accepted the nomination
 - Vote was held; unanimous vote in favor of Steve Klemm as Secretary
- Treasurer
 - Darrell nominated Nick Anderson for Treasurer; Nick accepted the nomination virtually in writing
 - Vote was held; unanimous vote in favor of Nick Anderson as Treasurer

13. New Business

Denny asked about additional clarification on what projects need approval per the covenants. It is still not clear if roof replacements, new patios, etc. need formal approval. Thorn stated that we will work with legal counsel as needed to better define the projects that need approval in the future.

Steve made a motion to adjourn; Denny seconded.
Meeting adjourned at 10:33 a.m.

Steve Klemm
Secretary
Chapel Park Homeowners' Association