

**Board of Directors
24 January 2022
Derwood Station HOA No. 2**

FINAL MINUTES

1. Call to Order/Establishment of Quorum: The President called the meeting to order at 7:30 pm. All BOD members were present as was the IKO Management Agent, Sara Matthews.

2. Open Forum: None

3. Approval of Minutes: Draft Minutes of November 2021 were approved as presented without change.

o IKOCM Derwood Station 2 Website: Now available to all members. IKO still working to create links to needed Association documents.

o Owner Vantaca Registrations: – 141 of 222 currently have registered with IKO. IKO manager has provided an easy to understand and follow set of instructions for registration.

o Owner Vantaca Email Addresses: The Association incurs printing and mailing costs for sending official correspondence. There is inconsistency between the number of homeowners who have previously provided permission to receive such documents by email and the number of homeowners who have registered on the VANTACA-based IKO portal. Portal registration includes homeowner selection of communication methods without a clear explanation of the previous authorizations. IKO will provide the President with a Vantaca report of the registered authorizations to compare to and resolve with homeowners. Previously, approximately all but 81 homeowners had provided such authorization; the 81 either requested US mail hardcopy notification or did not respond. The President will report on the resolution of these differences at the February BOD meeting.

o Assessments Delinquencies: As of this date 32 homeowners owe \$300 or more towards their 2022 assessment. All have been so notified. Motion: Made and passed: Those members who have not paid as of 1 February will be officially notified (official email or mail) by the President and IKO.

o New Homeowner: 7322 Oskaloosa; awaiting settlement info.

5. Management Report

o Homeowner/Non-Homeowner Correspondences:

- One member reported a failure of their payment to appear as credited on Vantaca; Management Agent working on this issue.
- One complaint of a trailer on private property; resolved.

- One report of a damage to a vehicle from falling branch; being resolved by car owner's insurance company.
- No other significant items raised. Management agent working to create a standard report capability in Vantaca.

o Assessment Collections/ Delinquency Process: The Vantaca automatic delinquency process has been "turned off" for our Association. IKO will follow DSHOA2 process and President's direction.

o POC for IKOCM Contacts; Sara Mathews will remain BOD POC --- except for Jason Fisher in IT and Dianne Katz in Accounting.

o New Owner Welcome Letter: Same letter as was approved for prior Management Group has been reformatted for use by IKO.

o Annual Document Review: The Secretary will review the Homeowners Documents approved by the BOD in 2021 and report to the BOD at the February meeting.

o Site Inspections: Concerns of the Management Agent to be brought to the attention of the BOD by Management Agent and will, in the future, be reported in the monthly Management Report. May be possible to have these also reported in Vantaca.

o Annual Contracts Expiration Dates:

- Management: Expires Jan 2023 with auto renewal on a month-to-month basis
- Landscaping: Expires Dec 31, 2024
- Snow Removal: Expires Nov 30, 2024
- Annual Audit: Contracted thru 2021 audit. Awaiting engagement letter from Auditor for FY 2022.

o Pending Action Items

- *Insurance/Insurance Policies & Coverage:* Details and dates to be reported by the Management Agent at the February BOD Meeting; and she will also obtain full copy of the current policies
- *Schedule A of Management Contract:* (copy provided in the Jan BOD Book): These are the charges for individual "al la carte" items performed by IKO. Management agent will provide a listing specific to our contract with IKO so that, going forward, the BOD will be aware of these items.
- *Pending Invoices:* CA 8 River Rock invoice received.
- *Pending Charges:* Invoices for some outstanding charges were delayed because of staff illnesses and DSHOA2 transition workload and will be provided as soon as available.
- *Architectural issues:*

- *IKO management agent Sara Matthews will take over as interface between homeowners and the Architectural Review Committee to process architectural modification notices. The current notice will be modified to reflect changes to the management POC.*
- Homeowner who inquired about a front yard fence has not submitted a formal request. No further action required.

6. Environmental Committee Report:

○ CA 8 River Rock: Repairs completed. To be charged against Operations checking line item 6325_ Triple J invoice #3570 dated December 6 2021 for CA8 rock relocation work completed and verified \$300 to be paid from Operating Checking and charged to account 6325 General Maintenance and Repair.

○ CA 1 Tree Status: Tree Montgomery replaced, at no expense, two trees replacing two earlier ones that had died. Additional tree to be planted by Stolberg.

○ Tot Lot Tube Status: Arrival anticipated in March time frame; installation was included in the contract price. Commercial Recreation Products Quote R 032721226 \$3433.70 to be paid from Operations checking and charged to 6351, CA Improvements Minor. Half will be requested from DS HOA South and reimbursed. After installation, this will be added to the reserve fund inventory. When DSHoA South contribution is received, it will be placed in Operating Checking and also credited to 6351, CA Improvements Minor

○ CA 2,8,12,13 Storm Debris Removal: Some storm damage (downed branches) Motion: BOD approved expenditure of up to \$2,000.00 for a contract with Stolburg to remove them. To be charged against Operations checking line item 6325 (General Maintenance and Repairs)

○ CA 2 Declining Oak Tree: Large tree in decline already BOD approved (up to \$2,500.00) for removal by Stolberg when weather improves.

- CA 12 Arborvita: Nine more still needed in CA 12; Mr. Palmer to present proposal at Feb BOD Meeting. Based on previous Stolburg planting, cost should be about \$5,500.
- Proposal for pulling of declining white pines in CA-13: to be created by Mr. Palmer in the following months.
- Pond beyond CA-3: today workmen there to repair the drain from the storm pond.

7. Old Business

○ Strauss Audit: Approved by interim e-ballot and Representation Letter signed by President and emailed to Strauss and IKO for recording. Awaiting engagement letter for FY2022.

o Check and Other Document Official Signing: Mr. Palmer has prepared a draft to be reviewed at February BOD Meeting interpreting how “co-signing” of various documents as mentioned in the Association Bylaws will be accomplished in the 21st Century.

o BOD VANTECA Training: Still awaiting a date to be set for this training. Management Agent will arrange. Perhaps a pre-recorded video presentation by Jason Fisher (or others) can be made available and then individual members of the BOD can submit specific questions.

o Review by President and Treasurer of 62 bank boxes of documents previously held by TMGA storage: In process. Review is in accordance with retention recommendations by TMGA and IKOCM.

8. New Business:

o CA 12 Car Damage: Discussed above.

o 2022 Reserve Study Mandate: BOD decided earlier to use the Reserve Study created earlier by Mr. Jordan, as the basis for contributions to the Reserve Fund. This meets the legal requirements of the recently passed legislation regarding Reserve Funds for organizations such as ours. Mr. Jordan asked for assistance in understanding how the Reserve Analysis is reflected in the Monthly financial reports. Dr. Wolcott suggested that the month-to-month bookkeeping could be far simpler than how it is currently reported.

o Snow Removal Bills: Not discussed

o Vantaca Forms: The President and the Treasurer will work with the IKO representative to identify forms that require updating and additional reports that can be generated by the Vantaca software.

o Operations Training: Discussed above under Vantaca Training.

9. Treasury Report:

o Financials: Treasurer reports no major issues in the IKO system and the reports it generates.

o Account Access: Treasurer noted he and President both can monitor activities in DS HOA No. 2 bank accounts

o VANTECA Invoice Approval: See earlier discussion re Mr. Palmer’s proposal to be discussed at the FEB BOD meeting.

10. Meeting Schedule: Next meeting will be 7:30 pm February 28.

11. Adjournment. There being no further business, a motion to approve adjournment was made and approved.

Respectfully submitted,

B. Wolcott, Secretary