

Prosperity Heights Homeowners Association

Meeting Name: Board of Directors Meeting

Date: September 2nd, 2020

Time: 7:00pm

Location: BlueJeans

Attendees: Rich Cober, Keith Fulk, Steve Boveri, Monica Duggal, Andrew Frank, Kaye Lee, Mark Westerfield

With seven of seven Directors present, the quorum was achieved.

Other Attendees: Ami Pape of Chesapeake Law Group, PLC, approximately 15 community members.

Attendance taken at 7:05pm

I. Welcome and Opening Remarks

II. Administrative Matters

a. Meeting Minutes:

- i. **Rich Cober** motioned to approve the July 29th, 2020 board meeting minutes as shared via email on August 14th, 2020. **Andrew Frank** seconded. Motion adopted.

III. Financial Management Report

- a. Status of Operations: The treasurer, Keith Fulk, provided an update on dues payments. Dues was sent out August 2nd, 2020. We have collected \$57,000 in dues. \$33,000 of dues are outstanding with September 15th, 2020 deadline. There are two homeowners that have outstanding past dues.
- b. Keith Fulk let the board know he spoke with the auditors and they seem agreeable out board requesting a proposal for an audit. It is significantly more expensive to do one year if we skipped a year as opposed to two years.

IV. Contracted Services Status

- a. No report was given.

V. Unfinished/Old Business

- a. No report was given.

VI. Open Forum – 7:13pm

- a. Five neighbors spoke during the open forum.
 - i. Melena spoke in favor of Rich's opening remarks and thanked the board for their service.
 - ii. Abe inquired about meetings and if there has been ACC meetings without notification. Steve said he will address this in the ACC agenda item.
 - iii. Levenie spoke in favor of revisiting the audit and implementing recommendations. She also spoke in favor of the POA Facebook page. Rich said he is in favor of an open forum for communication with neighbors and conducting an audit.

- iv. Sachin asked to put more information out to homeowners in a public forum. He also inquired about the best method to bring issues to the board and expressed concerns about homeowner who were not present at the annual meeting to vote.
- v. Abe inquired how the funds budgeted for Prosperity Day will be reallocated if it is cancelled.

b. Next Steps

- i. **Ami Pape** will provide a verified list of which homeowners voted in the 2020 annual meeting to the board.

VII. New Business – 7:28pm

- a. **Rich Cober** motioned to cancel Prosperity Day in 2020 due to COVID-19. **Keith Fulk** seconded. Motion adopted.

b. Theda Foster Concerns

i. Next Steps

1. **Andrew Frank** will reply to Theda Foster's email based on the discussion.
2. **Kaye Lee** will include a reminder to neighbors to keep sidewalks clear of trees and shrubs.
3. **Monica Duggal** and **Mark Westerfield** will review the contract with the vendor who takes care of the common areas and report back to the board.

c. Election of Board President

- i. There are two empty board positions. If homeowners are interested in joining the board, please email the board by the end of the week.
- ii. **Keith Fulk** nominated **Rich Cober** to assume the position of President.
- iii. **Rich Cober** nominated **Steve Boveri** to assume the position of President. **Steve Boveri** accepted the nomination. **Rich Cober** declined his nomination.
- iv. **Rich Cober** motioned to vote **Steve Boveri** for president. **Kaye Lee** seconded. Motion adopted.

d. ACC Report

i. **Steve Boveri** gave the ACC Report

1. The ACC form is updated the form to include a hand delivery option.
2. There have been zero ACC meetings since the last ACC Report.
3. Applications are individually approved by ACC members who are well versed in the guiding documents.
4. Average turnaround time on ACC applications is 7 days.

5. ACC applications are part of a unit owner file thus confidential, yet also part of books and records of the Association and may be released upon board decision.

e. **Hayes Email Responses**

- i. *See attached "Prosperity Heights HOA.9_2_20.Final.pptx
- ii. Rich Cober presenting the proposed responses to Mike Haye but there was no decision or vote by the Board.
- iii. Next Steps
 1. **Ami Pape** will send a guiding document to help set up structures and operating procedures for a public communication forum with owners.
 2. **Keith Fulk** will email to the board the August bank statement and reconciliation statement.

f. **Moving HOA Business and Notes to the Cloud**

- i. Next Steps
 1. **Mark Westerfield** will follow up with **Rich Cober** on getting the documents to move to the cloud.
 2. **Mark Westerfield** will get the contracts from **Keith Fulk** and **Kaye Lee**.

VIII. **Closing**

- a. Next Steps
 - i. **Mark Westerfield** will edit the language on the POA Facebook page to clarify it is not the official communication method with the board.
- b. **Rich Cober** motioned a to circulate a Word document of the responses to Mike Hayes emails for input and then we vote on sending to Mike Hayes. **Steve Boveri** seconded. Motion adopted.
- c. **Rich Cober** motioned to redact bank information and private information in the audit report for the purpose of posting on the website. **Kaye Lee** seconded. Motion adopted.
- d. **Rich Cober** motioned to have **Mark Westerfield** digitize HOA documents and in a secure space at zero cost and at facilitate a conversation about next steps at the next meeting. **Andrew Frank** seconded. Motion adopted.
- e. **Kaye Lee** motioned to post the July 29th, 2020 minutes to the website. **Andrew Frank** seconded it. Motion adopted.

IX. **Adjourn**

- a. The next meeting date is November 4th, 2020 at 7:00 A.M.

- b. **Steve Boveri** motioned to adjourn the meeting. **Rich Cober** seconded it. Motion adopted.
- c. The meeting adjourned at 9:10 P.M.

Secretary, Andrew Frank

These minutes are from a Board of Directors meeting held virtually during the COVID 19 Phase 3 Emergency, and the type of electronic means for the meeting used was Bluejeans.