

# Prosperity Heights Homeowners Association

## Minutes

**Meeting Name:** Board of Directors Meeting

**Date:** June 23, 2021

**Time:** 7:00pm

**Location:** Zoom

**Attendees:** Rich Cober, Steve Boveri, Monica Duggal, Andrew Frank, Mark Westerfield, Jeff Allen, Miléna Santoro, Kevin O'Brien, Russel Anema

**Other Attendees:** Three community members.

Attendance taken at 7:00pm

**I. Welcome and Opening Remarks**

**II. Open Forum – 7:00 - 7:10 PM**

- a. **Lori Zeoli** spoke about the welcoming committee. She wants to facilitate bringing new people to the community and utilizing kids in the community. She requested a line item in the budget. The Board can likely provide her with names of new homeowners. **Miléna Santoro** and **Lori Zeoli** will also collaborate to plan Prosperity Day. **Mark Westerfield** proposed creating a social committee and allocating the budget for social events.
  - i. Next Step: **Miléna Santoro** will send out a message to the neighborhood to ask for volunteers for a social committee.

**III. Administrative Matters – 7:10 - 7:15 PM**

- a. Approval of Meeting Minutes
  - i. **Andrew Frank** motioned to approve the meeting minutes from the March 23<sup>rd</sup>, 2021 meeting. **Steve Boveri** seconded. Motion adopted.
- b. Resolutions Passed Via Email
  - i. Finance Resolution II
    1. Next Step: **Jeff Allen** will send the signed copy to **Andrew Frank**.

**IV. Director Voting – 7:15 – 7:25 PM**

- a. **Steve Boveri** motioned for **Jeff Allen** to be Treasurer. **Mark Westerfield** seconded. Motion adopted.
- b. **Mark Westerfield** motioned for **Monica Duggal** to be Assistant Treasurer. **Steve Boveri** seconded. Motion adopted.
- c. **Steve Boveri** motioned for **Andrew Frank** to be Secretary. **Mark Westerfield** seconded. Motion adopted.
- d. **Steve Boveri** motioned for **Rich Cober** to be Vice President. **Mark Westerfield** seconded. Motion adopted.
- e. **Rich Cober** motioned to **Steve Boveri** to be President. **Miléna Santoro** seconded. Motion adopted.

**V. Welcome New Members – 7:25 – 7:30PM**

**VI. Reports – 7:30 – 7:45PM**

- a. Financial Management Report
  - i. Budget Update
    1. Transition Process
      - a. **Jeff Allen**, **Monica Duggal**, and **Steve Boveri** have debit cards now.

- b. The bank said that all three have to be signatories on the account. The bank said they do not require two signatures on a check.
- c. Next Step: **Jeff Allen** will look into other banking options that require two signatures.
- 2. Audit Results
  - a. We received two years of audits. The Finance Committee has not gone through this yet. It was very similar to the audit report a few years ago. The Finance Committee will meet in July, go through the report, and brief the Board at the next meeting.
- 3. Vendor Review
  - a. The Finance Committee will review the vendors and bring back to the Board a schedule of our vendor bidding. They will also consider establishing preferred vendors.
- 4. Assessments
  - a. Emails and mailings are going out in the next week or so for the six month assessment.
- b. Architectural Report
  - i. ACC Approvals

5/27	3399 Monarch Ln	Leuth	Paint, door trim, fence	Approved
6/18	8466 Sevan Court	Hill	Garage door	Approved
6/21	3331 Happy Heart	Jackson	Front walkway	Approved

ii. Parina Update

- 1. **Steve Boveri** has reached out to the county multiple times but they have stopped replying. Parina did install a patio less than 1000 ft. which is allowable in a resource protection area. They have made other adjustments to the project to mitigate runoff. More updates forthcoming.

**VII. Unfinished/Old Business – 7:45 – 8:15 PM**

- a. Dropbox Walkthrough and Owner Access
  - i. **Mark Westerfield** will make a public and non-public category and work with **Miléna Santoro** to see if we can link from the webpage to dropbox
- b. 2021-2022 Calendar Review/Google Calendar
  - i. Early September
  - ii. January 6th
  - iii. April 7th
  - iv. July 14th - Annual Meeting
  - v. Next Steps:
    - 1. **Andrew Frank** will send out a Doodle poll to capture meeting dates.
    - 2. **Jeff Allen** will coordinate with **Miléna Santoro** to post the financials monthly and send them to Board members.
- c. Website Platform/Maintenance
  - i. Russ share PPT. See attached.

1. **Next Step:** Board members will email Russ with requirements for a new website. People will communicate with Russ with any questions.

**VIII. New Business – 8:15 - 8:45 PM**

- a. Roles and SOPs For Cyclical Duties
  - i. **Miléna Santoro** stated that she will be able to maintain the website and make updates around two times per week.
- b. Reserve Study Committee
  - i. Next Step: **Steve Boveri** will manage the sign study.
- c. Heritage Contract
  - i. Next Step: **Mark Westerfield** will write a proposal with specific requirements and send to **Steve Boveri** and **Kevin O'Brien** for distribution to different companies.
- d. Leaf Collection Vendor – Volunteer to Research
  - i. No volunteers.
- e. Home Sale/Purchase Process (Disclosure, Resale, etc.)
  - i. **Kevin O'Brien** volunteered to own this moving forward.
- f. Social Committee
- g. New Auditor Search
- h. Street Repaving
  - i. Next Step: **Rich Cober** will reach out to Chap Peterson's team to inquire about the process for repaving.

**IX. Closing**

**X. Adjourn**

- a. **Miléna Santoro** motioned to adjourn. **Rich Cober** seconded. Motion adopted.

**Attachments**

- Previous Meeting Minutes
- Finance Resolution II