

THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC.
BOARD MEETING AGENDA
September 8, 2022, at 5:30pm
Conservatory Clubhouse 2665
S. Jebel Way

- I. ESTABLISH A QUORUM** –3 of the 5 members is needed:
Helen Hardin, President
James Lawrence - VP
Bill Fisher, Treasurer
Chris Horne, Secretary
Max Strain, Director
Business Manager: Cylinda Mobley AMS, PCAM, GRI, Westwind Management Group, Inc. – on vacation.
Association Counsel: Aaron Goodlock with OCHH
- II. CALL TO ORDER** - The meeting was called to order at 5:30 P.M.
- III. DISCLOSURE OF ANY CONFLICT OF INTEREST** – Helen Hardin is married to Jim Hardin who serves on the Metro District Board. There may be times where Mrs. Hardin may have to recuse herself from Metro District discussions and/or voting. No other conflict of interest presented
- IV. HOMEOWNERS TO ADDRESS THE BOARD**
- A. Homeowner Open Forum**
1. Laverne Palmer addressed the board inquiring as to the process to voice complaints about the community manager. Mrs. Palmer was instructed that the process is to email the board and/or Westwind directly. It was also expressed that should Mrs. Palmer decide to email either party it would be encouraged to CC the other party.
- B. Correspondence** - The board reviewed the correspondence
1. Acct. #33285 Correspondence Regarding DRC Application Not Received
 2. HB22-1137 New Referral to Collection Authorization
- V. MEETING MINUTES**
- A. August 11, 2022, Board of Directors Meeting Minutes** - On a motion duly made by Chris Horne and seconded by Max Strain, and carried unanimously, the minutes were approved
- VI. FINANCIAL REVIEW**
- A. August 2022 Financials** – Treasurer's Report - Bill Fisher provided the Treasurer's Report. On a motion duly made by Bill Fisher, seconded by James Lawrence, and carried unanimously the financials were accepted as presented.
- B. OCH Collection Report** - The Board reviewed the report.
- C. OCH Covenant Report** – The Board reviewed the report.
- D. Association Credit Card Information** - Bill Fisher presented. Discussion followed and was decided that the board needs more information before a decision can be made (check with insurance company if card must be held by a Board member, number of card holders needed and allowed will be determined, and what committees. Possibility of using pre-paid cards).
- VII. REPORTS** - The Board reviewed the reports
- A. Social/Welcome/Diversity Committee**
- B. Communications Committee**
- C. Operations Committee**
- D. Design Review Committee**
1. Board of Directors and DRC Meeting
 2. On a motion duly made by James Lawrence, and seconded by Bill Fisher, and carried unanimously the Design Review Committee's Report for July was accepted.
 3. On a motion duly made by James Lawrence, and seconded by Max Strain, and carried unanimously, the Design Review Committee's Report for August was accepted. Duane Oudenhoven (in

attendance) was advised that the charter does not specify a maximum volunteer number. If this is something that is wanted, the charter would need to be revised.

- E. **Nominating Committee Report**
- F. **Budget Committee Report**
- G. **Manager Report**

1. Manager out September 5 – 14th.

VIII. UNFINISHED BUSINESS

- A. **Clubhouse Electronic Sign** – Permit was approved. Landscaper and electrician will be contacted now. Sign work tentatively scheduled to begin November 10th. Tim Siml asked to be a part of the review of electrical needs for future understanding of what is allocated in that area.
- B. **Ratification of Decision to File Lawsuit on Acct.#76603 for Delinquency** – Vote was taken previously by board via email with the board voting unanimously to proceed with lawsuit.
- C. **Clubhouse Revised Rental Agreement** – On a motion duly made by James Lawrence, seconded by Bill Fisher, and carried unanimously, the Revised Rental Agreement was passed with the following additions to be added by Aaron Goodlock: Remove colored beverage restriction and add insurance price under the Alcoholic Beverages section. Biggest change in this agreement is the need for a \$200 security deposit.
- D. **External Water Fountain Proposal** - On a motion duly made by James Lawrence, seconded by Chris Horne, and carried unanimously, the external water fountain will be removed permanently.
- E. **Second Addendum to the Association Management Agreement, Exhibit A, and Westwind Correspondence** – On a motion duly made by James Lawrence, seconded by Max Strain, and carried unanimously the alterations to the addendum were approved.

IX. NEW BUSINESS

- A. **2023 Annual Budget** – Bill Fisher presented the proposed 2023 Annual Budget based on the Budget Committee's recommendation of a monthly assessment of \$45. On a motion duly made by Bill Fisher, seconded by Chris Horne, and carried unanimously, the proposed budget is approved.
- B. **Assessments as Annual Meeting Giveaway** – On a motion duly made by James Lawrence, seconded by Max Strain, and carried unanimously, the HOA will give away two certificates for six months of assessments to be used during the 2023 Calendar year. Board member families cannot participate.
- C. **Ratification of Email Vote for Annual Meeting Recognitions** – A Board majority voted to recognize members of the community with James Lawrence voting against one recognition award and Bill Fisher voting against both recognition awards.
- D. **Landscape Maintenance Proposal** – On a motion duly made by Helen Hardin, seconded by Bill Fisher, with Chris Horne and James Lawrence voting against, the proposal of \$9,150 was accepted by a vote of 3-2 for tree pruning and fertilizer.
- E. **Underdrain Maintenance Update** – Starting the week of September 19, 2022, camera work will begin on the upper section 3 and lower section 4 of the underdrain.
- F. **Max Strain Resignation from the Board of Directors** – Max Strain explained his situation and will continue to remain on the Board until the annual meeting.
- G. **Post Net Bid for Annual Meeting Mailings** – On a motion duly made by James Lawrence, seconded by Chris Horne, and carried unanimously the bid of \$4,709.74 for the annual meeting mailing was accepted.

- X. **Adjournment** – With no further business to discuss, the meeting was adjourned at 6:57 P.M.

Approved by the Board of Directors

