



SANDY BRAE HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS MEETING

January 15, 2024 5:30-8pm Zoom Meeting

MINUTES

Attendees:

Kathy Davison
Joanne Kempton
Lisa George
Helena Hannah

Call the meeting to order: 5:37PM

Approval of the December 2023 Board meeting minutes- Helena made a motion to approve the December 23 meeting minutes, Joanne seconded, the motion passed.

President Remarks

- **Thank you to the residents that sent holiday cards and holiday emails to the Board.** – Thank you to the many residents that sent greeting cards and emails wishing the board happy holidays.
- **Vacation time** – Kathy will be out of town end of January.
- **Board members signing the 2024 Board Confidentiality form** – Two still missing, please submit your forms.

Treasurer Report:

- **Present December financials** – There were no questions on financial reports and year to date budget. Lisa made motion to approve the financials, Helena seconded, the motion passed.
- **Update on any unpaid 2023 dues** - Unpaid dues continue to be open.
- **Update on how many 2024 dues paid to date** – 225 have been paid, there are 34 still outstanding.
- **Update on 2024 Renters forms received to date** – 27 of 32 renter forms have been received. Reminders have been sent.
- **Review of the late payment and fine letter for 2024 dues.** Renter form reminder was sent out via email on 12/29/23. Letters have been prepared for those unpaid by Feb 1, 2024.

Old Business:

- All forms and letters for 2024 have been posted to the website
- Resident and renter databases updated from returned dues forms and homes sold

New Business:

- **Update on Board Applications received** – The deadline is January 15, 2024. We have received 5 applications and there may be one more. The candidates have experience in the areas that are needed by the board. Kathy would like the board to meet the candidates on Feb 15, 2024 at the new meeting place, the police barracks. At this meeting the board will provide information about itself and field questions from the candidates. Kathy will put out a draft agenda for board approval.
- **Discussion on Board Emeritus** – The past president, in this case our current president until Jun 2024, could join the board as President Emeritus and assist the new directors in their new roles by explaining processes and providing guidance. The President Emeritus has no voting power



and will not perform any further duties for the board. Joanne made a motion to establish the President Emeritus position for Kathy Davison in July, Lisa seconded, the motion passed.

- **Board Election Committee discuss process and dates for mailing-** In the past, \$400 was the cost of printing and mailing for the board election. The board will not be mailing anything until we see how the candidates meeting takes place. We will take action during the March meeting.
- **Discussion on taking the role of working with Lorie on mailing and database management** – How will we take over Lorie’s duties. The board needs to establish who will take over what duties performed by our previous director Lorie Seaman. The first such project is the spring yard sale; Lisa will take over this project. We will next determine who will take over the database management and website access.
- **Update on fence replacement bids** – Joanne received 4 bids. Forest fence - \$1999, Pierce - \$2,224, Titan - \$1597, JR Fencing - \$1540. JR Fencing suggested the 3-inch picket for \$1240. Lisa made a motion to accept the offer from JR Fencing, Helena seconded, the motion passed. Joanne will proceed with JR Fencing for replacing fence at the end of Locust Lane.
- **January community drive around schedule** – Kathy completed January drive around, Lisa will do the February drive around. Kathy will call the resident to see why a dumpster, that has been in a drive way for months, has not been removed as construction is finished.
- **Newsletter** – Kathy will get content to the printer tomorrow the newsletter tomorrow. Among other topics, the spring yard sale and HOA annual meeting will be announced.

Violations: RV parked in the driveway for several days; email of concern over backyard on Pine.

AR Forms:

- 34026 Beech Drive – new roof
- 18204 Holly Lane – new roof

Resident comments: 8 complaints of fireworks on New Year’s Eve.

ADJOURN: Meeting adjourned at 6:27PM