

Meeting notes from the HOA board meeting on January 10, 2024

In attendance were CAS representatives Andrea Hostetler and Amy Damone

Agenda:

- Opening Q&A
 - No community members outside of board members were present.
 - Several board members asked to discuss and officially record the events from the Nov 2023 annual meeting and election to provide communication to the homeowners as well as build a lesson learned record. CAS representatives provided historical overview of the events since the election, policies, and legal guidance to explain the time lapse since the election as well as provided advice for making changes in the future.
- HOA Board
 - While reviewing the Code of Conduit document provided by the HOA President, it was determined that the document is not legally binding or enforceable and was too vague. The board decided to put aside the document for now to focus on current events such as the Tassel Ridge development but did discuss potential edits and will revisit the document at a future meeting.
 - Findings:
 - Board has 30-days to post the results of an election.
 - Two types of elections: Paper ballot if meeting is in person, electronic ballot if meeting is virtual. CAS stressed the best method would be in person and only those in attendance can vote. If a homeowner cannot make the meeting, they can send in a proxy vote.
 - CAS will run the elections and collect the votes and tally them, not the board.
 - The board and CAS provided roles and responsibilities of each officer appointee position as per the Duncan's Ridge bylaws and the board then conducted the election of officer roles. All board members will serve for 3 years. Board members can be voted out of officer positions at any time if the entire board agrees but cannot be voted off the board without community votes. Any board business or voting done via electronic means requires 100% unanimous vote. If a vote is done in person at a board meeting only a majority is needed. All board members will help determine the meeting agendas.
 - In addition to the election of officers the board decided that in order to build in a non-biased appeal process for ARC requests, that no officer shall serve on the ARC committee. As there are 9 positions currently filled on the board 4 will be officers and the remaining 5 will serve on the ARC committee.
 - During the discussion of sub-committees and whether a board member can serve on both the board and a sub-committee, CAS informed the board that if a sub-committee serves at the behest of the board and/or receives financial compensation from the board it is the boards responsibility to appoint sub-committee members and may remove them at any time. Both the Tassel Ridge sub-committee and the social committee were discussed as examples. CAS

recommended that only 1 board member serve on any sub-committee to act as a liaison to avoid any conflict of interest.

- o Results of the elections:
 - President: Caleb Oosterhouse
 - VP: Anthony Ferguson Jr
 - Treasurer: Michelle Cobert
 - Secretary: Jordan Dahmen
- o ARC members:
 - Rob Larocca, Claire Kristofco, Jenny Arnold, Angela Staller and Paul Ayers. Rob will be the ARC committee POC to CAS
- o The board discussed current and future document storage as well as preferred communication methods and agreed to more transparency among the board and out to the community.
- o CAS requested a directive from the board to Andrea our CAS manager to update the homeowner's contact information gathered by the HOA President that was not updated by a homeowner via the CAS portal.
- o Proposed 2024 board goals: Given the timeline of the Tassel Ridge development and upcoming Gander virtual meeting on January 16, 2024, the board voted to meet on January 15th to prepare for the virtual meeting with Gander Development and would request our legal representative to also attend. All other board priorities will be tabled until a way ahead with Tassel Ridge is finalized.
- Meeting Close