

Board of Trustees Meeting

Minutes

April 2, 2019

Ferguson Home

In attendance:

Dion Barron – conducted

Kirk Rasmussen

Jacquelin Rasmussen

Carol Ferguson

Dion Barron opened meeting.

Dion made motion to approve March 27 Board minutes. Kirk seconded motion. Minutes approved.

- Carol will email owners to remind them to review CC&Rs before April 9 meeting. Will attach Proxy Ballot, CC&Rs and Bylaws to email.
- Names of members of Committee working on road and other issues important to The Cottages:
 - Kirk Rasmussen
 - Steve Thompson
 - Dion Barron
 - Jacquelin Rasmussen
 - Carol Ferguson
 - Janice Reeb

- Jacquelin was asked to be liaison between Jessa and Board. Jacquelin responded after the meeting that she would accept position of “Board Accounts Coordinator.” Responsibilities of Board Accounts Coordinator includes **authority** to fulfill clearly defined responsibilities:
 - Jacquelin to let Jessa know she is the liaison between Jessa and Board.
 - Coordinator will be the only person authorized to give Jessa approval to pay an invoice after receiving Board approval.
 - Coordinator will receive all invoices; show invoices to Board for approval; contact Jessa of Board approval to pay invoice.
 - Coordinator tasked with keeping an eye on how HOA funds are being handled.
 - Coordinator will see to it that Jessa is securely and properly retaining financial and accounting records.
 - Coordinator will notify Jessa of date for annual meetings so Jessica will have budget prepared for annual HOA meeting. Next annual HOA meeting is scheduled for May 31.
 - Coordinator will work closely with Jessa to alert Board of delinquencies on assessment payments or other problem areas.
- Board reviewed invoices from Tyler LaMarr and approved payment of **\$11,761.03** to pay Tyler LaMarr in full for services rendered. Jacquelin will authorize Jessa to make payment.
 - Kirk will let Tyler know to expect check from HOA.
- Board agreed that all future contracts will be in writing.
- Board discussed current developments and agreed that is important that private roads in The Cottages remain private to HOA community. In light of new information that was discovered Board is not going ahead with any road

agreement with Richard White/Route66/BackCountry Estates.

- Need to discuss clearly defined areas of responsibilities for Board members at next Board meeting.
 - Kirk will organize neighborhood spring clean-up.
 - Kirk will continue to chair Architectural Committee.
 - Steve will confirm the Association has adequate insurance of all types required in the CC&Rs.
 - Steve will contact Lamond re grouping all HOA insurance policies into one package with one insurance company.
 - Board will continue to use Jessa for HOA.
 - Steve does not need to get recommendation for a manager for HOA.

Meeting adjourned.

ACTION ITEMS:

- Jacquelin authorize Jessa to send \$11,761.03 check to pay Tyler LaMarr in full.
- Kirk will let Tyler know check will be sent to pay invoices in full and confirm Tyler knows:
 - HOA will not pay for conversations or contacts with Whites/Route66 or in behalf of Whites/Route66.
 - Will confirm Tyler does not represent HOA on roads at this time.
 - Will contact Tyler if future representation is needed on road maintenance agreement issue.
- Steve follow-up on bundling/grouping insurance policies with one insurance company.
- Carol send email to owners.