

## DRUOA December 02, 2023 - Board Meeting Minutes

- Convened at 2:15, quorum established, seated new members of the Board (Hensley, Tripi) and voted to keep current officers in place (Field-Pres.; Duda-Treas., Hall-Sec.). Waived reading of the minutes – all in favor
- Established quarterly meeting dates: March 2; June 1; September 7, December 8 (also Annual Owners Meeting date). Quarterly meetings except December held 9:30-11:30 AM; Annual meeting 12pm followed by 4<sup>th</sup> quarter meeting.
- Tasks agreed to for March Meeting:
  - Field
    - Initiate governing documents review beginning with By-Laws.
      - Consider Janine Cochran – Referral for an appropriate Lawyer.
    - Head up repair projects for 2024
      - Consider Clean Space 3xs yearly – January/October/December
      - 427B – Formal Final letter regarding the fireplace verification. See Inspection letter.
      - Asphalt sidewalks – repairs vs replacement
      - Consider Brian Evans – Gutters/Handyman 678-571-5269
  - Duda
    - Generate notice of 2024 dues to owners for release by 12/15/2023.
    - Regarding Dues – P.O. Box is still available, online payments may change.
    - Center Island Amenity – Does the Insurance Policy have the type of coverage we need for people to gather in this area.
    - Share Landscape software to develop the Center Island Amenity
    - Regarding – Transfer Fee - update document for the Website
    - Update Secretary of State/Banking
    - Continue Quarterly Reports
    - Google Docs – Main. Requests/hyper link on website for community to communicate for all work.
      - Demo and share
  - Hall
    - Initiate landscape plan and cost estimate for center island
    - Software for 2024 -E Voting is available in PayHOA software.
    - Start Election process in October – 60 days out
    - Long-term - Create procedural manual for each position on the board.
    - Regarding – List of Committees – forward to Shirley to create then to Harford to review and send email.
  - Hensley
    - Lead of Communications
      - Regarding Lead pipes – send letter to Community pipes are not a concern. As of 2010, water sample revealed untraceable lead.
    - Announcement – Winterizing Units – water valves off vs heat left on directed at second homes
    - Create a list of recommended committees (1 board/2 volunteers) for review and approval by the board followed by posting and requesting volunteers to serve. Send Email for Volunteers/send list to Harford.

- Architectural Control
- Landscaping
- Financial
- Community Events/Announcements/Issues – use Eraser Board
- AOL – Website to new server
- Tripi
  - Casa – keep leaves and debris away from buildings/ac units and clear access to crawl spaces, drain at Bldg 9. In the Spring – under walkways blow out.
  - Scott Peterson – clear the ditch of leaves and debris and clear pipe under the road for water run-off/ Consider quarterly cleanout.

Adjourn Meeting at 3:30