

DRUOA BOD MEETING

Call to Order – The meeting was called to order by Harford Field on September 14, 2024, at 10:01am

Proof of Notice - Confirmed

Directors Present – Harford Field, James Duda. Barbara Hall, Shirley Hensley

Directors not present – Steve Cochran

Established Quorum – A quorum was established.

Report From Officers

- **Secretary – Barbara Hall:** There was a motion to waive reading of the prior minutes and accept as written by Harford Field and seconded by James Duda and agreed to unanimously by board members present.
- **President – Harford Field:**
 - It is our intention to schedule our 2025 Quarterly meetings during better weather. A request to reserve meeting rooms for the dates has been sent. A confirmation email will be forwarded.
 - January 11, 2025 - 10:00am - 1:00pm
 - April 19, 2025 - 10:00am - 1:00pm
 - July 19, 2025 - 10:00am - 1:00pm
 - October 18, 2025 - 10:00am - 2:00pm
 - Voting – check on double blind ballot. We will default to Association Laws.
 - Ballots – Email, US Mail or Hand delivered
 - Certified letters to owners for needed maintenance/repairs
- **Treasurer – James Duda:**
 - Insurance renewal due in October. (Post on web site when renewed),
 - Website renewal in November – work with Shirley
 - Quarterly rebalancing – ex: roof – Capitol rebalancing of reserve funds after some use for emergency repairs
 - Budget for deferred maintenance increased for 2025 and 2026 to bring repairs up to date.
 - Increase assessment fees – 20.1%
 - Use reserve funds for A, B, C priority over 2025-26 period on assigned replacements indicated in Reserve Study
 - Zoom meeting – will research our options so all owners may participate

Old Business

- **Closed Items:**
 - Casa Complete Replacement or discuss with Casa proper blowing of leaves & debris
 - Community Improvement – Mulch over Pine Needles, Center Island Project Improvements, Gutters, Speed and Pet signs, Outstanding maintenance, Administration Association Filing System
 - Secure Maintenance Man, Web Hosting, Owner Insurance Clarity, DRUOA Committee Administration
 - Email to Owners Regarding Architectural Control – process to apply for approval
 - Parking – Guest spots and signs
 - Add to Rules and Regulation – The number of cars each unit is allowed to have on the property – discussed pros and cons & Closed without modification of R&R.

- Speed humps – follow-up with Treena. Signs just at the top of the hill before Bldg 5 and the curve. -Speed Humps are not allowed in our situation by POA but POA agreed to add signage including painting the asphalt & Closed
- Work on DRUOA Committee Administration – All Information is at: <https://disharoonridge.com/meet-the-board/> . Create Community Notice for volunteers.
- Audit – Previous Board treasurer/president, Roger Estill has volunteered
- Clean Space – Gutters Scheduled for June 29th. At this visit schedule 3 of 3 in early Decembers. Focus on downspouts.
- Relocate roadway signage so they are not hit by moving trucks
- Barbara and Harford – streamline filing system
- **Remaining Open Items and board member overseeing completion:**
 - (JD) Reserve Study, Package at closing table regarding Owner Responsibility, Referral for Roofing Company, Audit.
 - (JD) Create a package for the closing table so the buyer understands their full responsibility as an owner. Currently the only thing being shared at the closing table is the community association disclosure for Big Canoe. The HOA shares the Covenants and the website information at the closing table. When the owner asks for their fees, they are asked to initial the front page of By-Laws.
 - (JD) Offer referral to roofing/siding company to address Bldg 10 ULH Water Intrusion.
 - (JD) Wet and Forget (chemical treatment) – exploring options to remove build-up on walkways and stairs. In 2 weeks, James will offer feedback on this product. This product will suppress mold growth.
 - (JD) Amenities – Is there insurance coverage in the Association Policy?
 - (JD) Transfer Treasurers Records to the Google Drive Folder.
 - (BH) Create A/C Unit Platform Erosion Announcement – Technician advises owner; the association offers guidelines on repair/materials. A Application required
 - (BH) Create Community Improvement Day Announcement
 - (BH) Bldg 10 ULH – Water Intrusion from roof – roofing company referral from James – (Anderson Window Replacement in process).
 - (BH) (SH) (SC) General scheduling - Schedule a community improvement day – End of the month, move donated wood to intended storage location and/or installation, Create Community Notice for volunteers.
 - (BH) Landscape maintenance: Mulch – we have arranged for free mulch and delivery. Unit Owners will be asked to participate in Community Improvements. Target date for delivery – end of the month. Create Community Notice for volunteers. Begin maintenance on planter beds behind 6,7,8,9. Address erosion in front of buildings 8 & 9.
 - (BH) Pet clean up signs for the Center Island Common Area
 - (BH) Add to new owner Questionnaire: Unit Owners - A/C Unit platform erosion, ACC application required.
 - (BH) Plan timeline for all election announcements and documents for the election process. Learn how to use Weighted Vote Spreadsheet to record votes at Owners Meeting.
 - (BH) SH) Continually review priority deferred maintenance list to gather bids and schedule repairs as funds are available and approved by the board.
 - (BH) (SH)Continual revise and improve New Owner Questionnaire (on-going)
 - (SH) Will pay for web hosting and begin research on better pricing for current website
 - (SH) Find a general landscape maintenance service which can provide property maintenance 2 days a month to oversee the property, offer general maintenance and advise the Association when work needs to be done

- (SH) Will pay for web hosting and begin research on better pricing for current website and transferring ownership to the association.
- (SH) Research for clarity on the difference between Association/Owner Responsibilities - Guidelines and Standards for Owners to follow
- (SH) Continue to promote committee volunteer participation.
- (SH) Create folder for each committee on cloud with names of volunteer members.

New Business

- Discussion of prioritized items for repair and renovation. Sidewalks repair may begin using reserve funds for deferred maintenance due to safety concerns.
- Review of drone images of roofs, buildings 4 & 5 and roofing contractor report reveals a repair need. Conclusion is roofs are in trouble and need attention. Discussed scheduling presentation at owners meeting by roofer. Possibly consider replacement after Jan 1, 2025. There is sufficient reserve funds to replace the roofs at that time and the new roofing materials have a 50 years warranty. This will push the reserve funding for the next roof replacement for these two buildings way into the future. The reserve funding would be well managed in the future at that replacement date.
- Open discussion on adjusting reserve funds to accommodate current deferred maintenance costs. The board agreed this is necessary to avoid further deterioration and to prioritize owner safety, structural integrity and preserve property value. Making repairs now will diminish more serious repairs later at a higher cost.
- Board members requested the General Maintenance Budget be expanded to address deficiencies as they occur in a timely manner to avoid withdrawal of reserve funds.
- Board members requested an emergency budget item be included for unforeseen weather events which cause large expenses for repair and recovery during the next year. Any funds not used could be projected into next year's budget or the reserve funds.
- Board members requested the establishment of a scheduled maintenance check-up by trusted contractors to keep skilled eyes focused on building and property safety and integrity.
- Board members discussed the very compromised retainer wall failure at the bottom of the parking area to the right of building 4. This will be a very expensive but necessary repair. It was agreed deferred maintenance reserve funds would be provided to re-building that wall to avoid collapse.
- Goals were set to begin preparing for the annual Owners Meeting and Election. A strategy for proper notifications will be an immediate priority.
 - 60 days prior - Call for Bios from prospective board members (1 page)
 - 30 days prior – Ballot distribution –email/hard copy sent
 - 21 days prior –Broadcast notice of meeting, forward Bios/Agenda to owners. Weighted Voting calculation spreadsheet to be prepared and responsibility for tally to be transferred to secretary –Completed voting documentation will be saved 3-years in Google Drive

Adjournment – A motion was made by Harford Field and seconded by Shirley Hensley to adjourn. The motion was approved unanimously. The meeting adjourned at approximately 12:57.