

## OCHL - 12 HOMEOWNER'S ASSOCIATION

### BOARD OF DIRECTOR'S & OFFICER'S MEETING

OFFICERS & BOARD MEMBERS: Kellie Coffey, President, Charles Desilets, Vice-President, Brigitte Santossuosso, Treasurer, David Baker, Secretary, Mike Richardson, Member-at-Large

February 4, 2020 Meeting Minutes

Attendees: Kellie Coffey, Charles Desilets, Mike Richardson, David Baker, Brigitte Santossuosso, Dennis Hutton, Larry Johnson, Dani Folsom

1. The meeting was called to order by Coffey at 7:03 PM in the small meeting room at City Hall. A quorum (5) was present.
2. New Board positions for 2020 were confirmed. Kellie Coffey, President, Charles Desilets, Vice-President, Brigitte Santossuosso, Treasurer, David Baker, Secretary, Mike Richardson, Member-at-Large.
3. New Website - Michael McMillan was not present. The issues of a search bar feature and missing minutes will be discussed with McMillan for next month's meeting.
4. Secretary's Report: The January 7, 2020 Board meeting and January 22, 2020 AGM meeting minutes were unanimously approved on motions by Desilets and Richardson. Baker reported no new correspondence.
5. ACC Report: Baker reported the ACC was recommending two formal notices be sent in regard to (a) an unresolved lot maintenance complaint at 6111 Bayview Drive in which the homeowner continues to have numerous tables, saws and various building materials stored in the driveway and along side the house in full view of the street. This homeowner had previously been asked to remove toilets, water tanks and a trailer stored in the driveway, and (b) a lot use complaint at 6001 St Andrews Drive where there is some type of vehicle repair being done in the garage and driveway. Multiple autos have been parked on the street, most in disrepair (no windows, missing hood, no seats, some with no licenses, etc. We have received two written complaints and several verbal complaints on this violation. There has been frequent instances of car parts being left in the driveway visible from the street. Baker reported that an informal email had been sent to this homeowner asking for a meeting which has received no response. The Board unanimously agreed the a formal notice be sent to these two homeowners via certified mail. Baker to provide Coffey with an outline of the complaint and the formal process to be followed. Baker also updated the Board on the view protection issue, 5912 St Andrews Drive, neighbor is cooperating in removing trees/shrubbery blocking protected views. Nothing new to update on the Stop Work Order on lower St Andrews Drive. Wetland Resources close to providing the city with a final mitigation plan.
6. Treasurer's Report: Santossuosso reported that much progress has been made in getting Quickbooks set up for recording monies received, invoices to be paid, etc. There was discussion about assisting in developing a written process regarding identifying which invoices would be partially billed to South and Windward Bluff. Desilets delivered all the dues checks received to date to Santossuosso for her to deposit.
7. HOA Annual Meeting debrief discussed. A purchase of a projector was suggested in lieu of renting.

8. Other: (a) The Board signed off on the annual volunteer dinner being hosted by the Bakers and giving them the latitude to find a good date in the May/June timeframe for the event.
9. Meeting was adjourned at 7:55 PM
10. Submitted by David Baker