

# OCHL - 12 HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS & OFFICERS MEETING

OFFICERS & BOARD MEMBERS: Kellie Coffey, President; MaryLynn Birney, Treasurer; Dani Folsom, Secretary; Mike Richardson, Member-At-Large

January 4, 2022 Board Meeting Minutes

Attendees: Kellie Coffey, Dan McGovern, MaryLynn Birney, Dani Folsom

1. This ZOOM Board meeting was called to order by Kellie at 7:17 pm.
2. There was no Secretary Report. Minutes from the last meeting were received by email. A motion was made by McGovern to approve the Dec. 7, 2021 board minutes. Seconded by Birney. Vote was unanimous.
3. **New Business**
  - A. A "Window Policy" was proposed by MaryLynn. A resident within the Bayview Drive community installed new "black window frames" for their entire house. This window style stands out from the rest of the homes in this area and diverts from what would be expected in this traditional home community. MaryLynn will provide a recommended window policy for discussion at the next ACC meeting.
  - B. A motion was made by Coffey to appoint Folsom to the open position on the board. McGovern seconded. Vote was unanimous.
4. **Treasurer's Report**
  - A. MaryLynn Birney was appointed via unanimous email vote of the board to serve the remaining year of McGovern's term as Treasurer. Dan has started transitioning information to MaryLynn before he leaves the Board.
  - B. Over the past year Dan McGovern reviewed documentation and processes and cleaned them up and streamlined them resulting in fewer exceptions. Dan has also successfully made OCHL-South and Windward Bluffs HOAs "current" with regard to our bill-back agreement with both associations. Thank you Dan for your exceptional support to the HOA.
  - C. The HOA is in a strong financial position.
  - D. Annual Dues will stay the same for 2022 and have remained unchanged for a number of years. Our annual dues are currently \$360 a year which is less than most HOA's in the area.
    - We want to encourage HOA homeowners to submit their annual dues via Zelle since the payment is automatically deposited, documented and requires less manual overview.
    - Currently, only a few HOA homeowners take advantage of using Zelle.
    - According to our New treasurer, it would be WONDERFUL to work toward e-invoices next year which will be a snap with Quickbooks. Let's all try to support that effort.
    - We need to formally change our bylaws to put the electronic annual dues payment process in place and will add this to the next annual homeowners meeting agenda.
    - The new Treasurer's email is [treasurer.HOA.Sector12@gmail.com](mailto:treasurer.HOA.Sector12@gmail.com). Homeowners can pay their dues using that email address in Zelle.
    - Paper receipts may need to be sent to those who send payment by Zelle. The less manual effort required for documenting received checks is best. MaryLynn will be sending e-receipts for the members that have valid email addresses, otherwise, can we incorporate a policy that "your canceled check is your receipt"? This will also be discussed in the next annual homeowners meeting.
5. **HOA Management Company**
  - As our community ages, more homes will need upgrades and improvements. As board members, it is becoming more personal addressing issues in the community especially with

friends and neighbors who have issues that need to be addressed. This affects the overall sense of community as more homeowners are in debates with other homeowners regarding their respective upkeep of their homes and property and adherence to HOA rules. To remove the board and also ACC members from dealing with what can sometimes be a confrontational situation, it is recommended that we consider using an HOA Management Company.

- They can deal with neighbor to neighbor conflicts and deal with day-to-day issues while providing support to the ACC and the Board. They are becoming more seasoned in what they can affect as HOA's are becoming more the norm.
- As stated before, the HOA is financially strong and could address adding this service for one year with no impact to annual dues. This would provide a chance to test out this service to determine if it is cost effective and that it can resolve community issues effectively.
- Dan McGovern researched and met with several management firms and narrowed it down to a few contenders based on cost, length of contract requirements and their ability to be effective in this role. Kellie, MaryLynn and Dani will meet with the highest recommended firm prior to the next board meeting.

6. Meeting was adjourned at 8:47 pm.

7. Submitted by Dani Folsom