

Elliot Point Annual Meeting Minutes - Virtual via Zoom
November 11, 2020
Annual Meeting 6:30-7:30PM

President: Karla Tanberg

VP: Heidi Johnson

ACC: Cristi Papen

Treasurer: Steve Bohot

Secretary: Joy Youngblood

20 households in attendance, including Board members.

Detailed meeting presentation content follows this summary.

• **Elections**

- Presented nominees at the beginning of the meeting
- Voting on existing and new members was done at the end of the call.
 - Uncontested elections for President, ACC Chair, Treasurer or Secretary
 - Vice President candidates were John Peterson and Kevin Wolff. John Peterson was elected.

• **Updates** from Board members- see detailed slides

- VP -(Heidi) / Secretary (Joy) - Facebook group is live - search for Elliot Pointe HOA
- ACC (Cristi)
- Treasurer (Steve)
 - Took vote on replacing existing mailboxes with existing funds.
 - Explained new fine schedule - can be found on the [Elliot Pointe website](#)

No questions were submitted or asked.

Elliot Pointe Homeowners Association

Annual Meeting | November 11, 2020

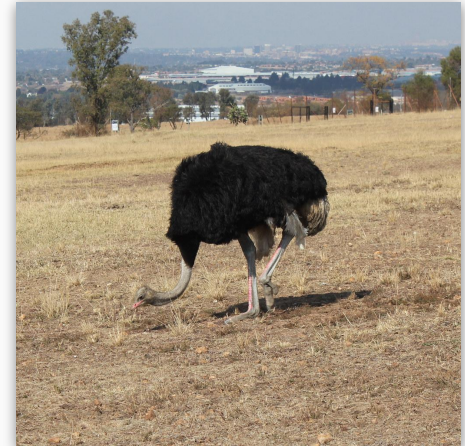
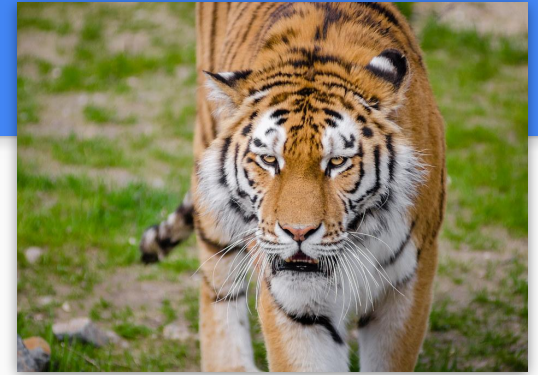
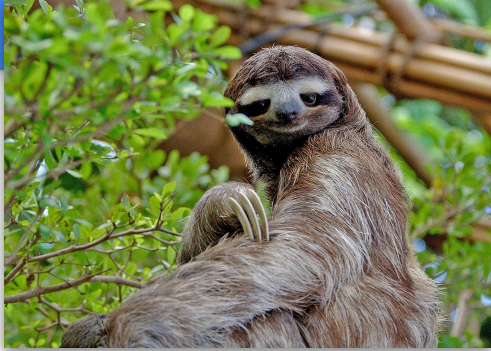


Agenda

1. Opening Remarks
2. 2021 Board Nominees
3. Vice President Update
4. ACC Update
5. Treasurer Update
6. Secretary Update
7. Submitted Questions Will be Addressed
8. Voting in of New Board Members
9. Closing Remarks

Opening Remarks
By Karla Tanberg, President

Ice Breaker



Board Nominees

President

Chairing over all meetings of Board and General Membership.

Plan meetings and distribute agenda to the Board, one week before the meeting date for review.

Write President's column in newsletter.

General supervision of the affairs of the Association.

(a). Authorize legal action and expenses incurred thereby only one authorized to speak with the lawyer.

(b). Give final approval to the newsletter and Association correspondence.

(c). Annually reviewing the Bylaws of the Association.

(d). Delegate and communicate duties to Board members or committee members.

To remain in touch with committee members and follow-up at the Board meetings.

Keep a register of all current members.

President cannot hold any other office.

At the Annual meeting, present a report of activities for the preceding year.

1. Karla Tanberg - Current

Vice President

Carry out the President duties in her/his absence, or both Co-Presidents.

Establish and implement a system of communication with the general membership.

Arrange location for general membership meeting, confirm prior to the meeting.

Invite guest speakers if needed.

Bring Bylaws and Robert's Rules of Order to all meetings.

1. John Peterson
2. Kevin Wolff

Treasurer

Work with Management Company to prepare and keep a register of all dues collected and deposited.

Approved Association bills in a timely manner.

(a). Regular accounting practices shall be used for all transitions.

(b). Review checking account of Association Monies.

Work with Management Company to keep a file of receipts.

Make a quarterly report to the Board of Directors.

(a). At the Annual meeting give Treasury report on current year and annual spending

(b). Provide projected report for the current year.

1. Steve Bohot - Current

1. Cristi Papen - current

ACC - Architectural Control Committee Chair

1. The A.C.C. Chairperson shall follow the Covenant Enforcement procedure as adopted by the board of Directors.

(a). The chairperson shall give written status reports of all complaints at Board meetings.

2. If there is no Architectural Control Committee, the Chairperson will refer to Board of Directors for additional help as needed.

(a). If there is a dispute not easily addressed in CC&Rs, Chairperson will bring to the Board of Directors for help resolving.

3. He/she shall receive all complaints that are received via mail, email, or hand delivered.

(a). All requests, complaints, and/or concerns must be in written form for action to be taken on the matter.

(b). Emergency situations can be done via phone, but the A.C.C. chairperson must follow up with a written complaint that is signed by the complainee.

(c). If complaint is not a violation of the covenants, then complainee must be notified of that fact.

(d). Respond back to the complainee in a timely manner.

(e). It must be in writing or electronic writing (e.g. email), dated and signed because:

- (i). Verbal commitments cannot always be verified
- (ii). Memory cannot always be relied upon
- (iii). New Board will not know what actions were previously taken

(g). All complaints and correspondence are confidential and kept in the A.C.C. files.

(h). Post the date the complaint was received and when it was responded to.

4. Chairperson shall recommend legal action to the Board of Directors when needed.

Secretary

Record minutes at all Board and General meetings of the Association.

Type Association minutes for distribution;

(a). Give a copy to the President and keep a copy for the Secretary's book.

(b). Type and send minutes to E.P.H.A. members via mail or periodic newsletters.

Receive and answer all correspondence and report to board.

Keep a register of all current members.

Have copies of minutes available of the previous meeting.

(a). Make corrections if necessary.

Have available at the Annual meeting, the minutes of all previous Board meetings.

Draft newsletters to the membership at least twice/year.

8. Insure written notice and delivery of date, time, and place of the Annual meeting, to all members of the Association at least one month prior to the date of said meeting.

1. Joy Youngblood - Current

Board Updates

Vice President (Heidi)

- Future communication will be via email and Facebook group (more details to come)
- Guest speakers for future meetings - ideas are welcome

Architectural Control Committee (Cristi)

THANK YOU!

● **24 Resolutions**

- Paint, roofs, fences, trees

● **10 Unresolved**

- 2 trees blocking water view
- 2 landscaping updates
- 2 replace and install fencing between 2 homes
- 1 window replacement
- 1 landscaping in non-compliance
- 1 expand yard to line up with driveway
- 1 non-compliant business being run from home

● **Street Issues**

- Contact city

Treasurer (Steve)

Incoming: \$16,853.50

- Dues: \$12,478.50
- Fines: \$500
- Late Fees: \$3,875

Expenses: \$6,274.04

- Administrative: \$257
- Insurance: \$1,989
- Professional fees (Property Management): \$5,200
- Legal: -\$1,388.33
- Maintenance and repairs: \$216.37

Elliott Pointe HOA (as of 10/31/2020): \$28,244.59

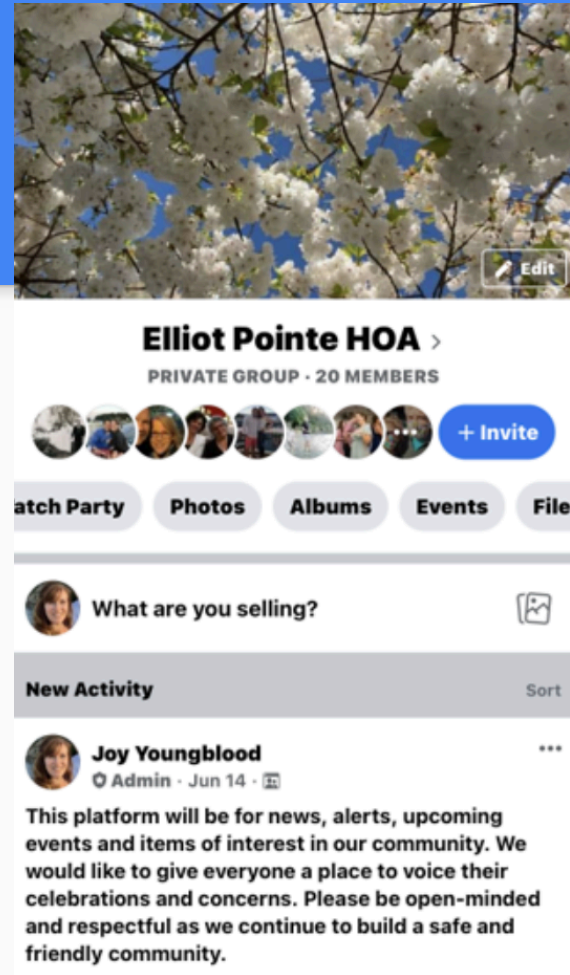
MAILBOX REPLACEMENT:

(16) MAILBOXES (installed): \$14,220
(5) PARCEL BOXES (installed): \$6,875
TAX: \$2,215

TOTAL: \$23,310

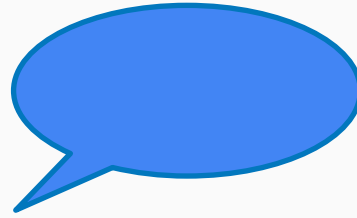
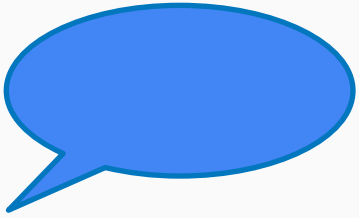
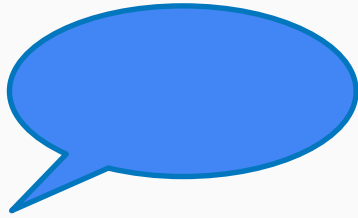
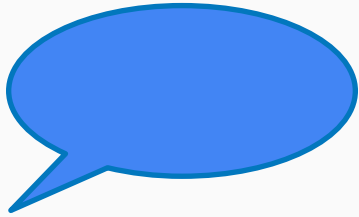
Secretary (Joy)

- Facebook Group
 - Private Group - only for Elliot Point Homeowners
 - Buy/Sell
 - List referrals/recommendations for local services
 - Notices, news, alerts, and upcoming events will be posted here



Submitted Questions

Questions



Voting in of New Board Members

Closing Remarks