

Waterhill Homes on Commerce Street Homeowners Association

Waterhill HOA Board Member Meeting

Date: Wednesday, August 26, 2020

Location: Via Google Meet <https://meet.google.com/yhc-ucwm-sos>

Directors in Attendance:

Hiram Gibbard

Toni Adams

Tammi Lott

David Sierra

Vedrana Behaderovic

Febin Skaria (outgoing board member)

Jacob Rape (outgoing board member)

Waterhill HOA Board Member Meeting Agenda:

- I. Called to Order & Established Quorum
 - a. Meeting called to order at 7:10 pm
 - b. Established Quorum
- II. Business
 - a. Board voted on board member positions
 - i. Everyone agreed that Hiram Gibbard would become President
 - ii. Everyone agreed that David Sierra would become Vice President
 - iii. Everyone agreed that Vedrana Behaderovic would become Secretary
 - iv. Everyone agreed that Tammi Lott would remain Treasurer
 - v. Everyone agreed that Toni Adams would remain Board Member
 - b. Segregation of duties
 - i. President will derive agenda and set community board meetings
 - ii. Vice President will assist where the most need is identified
 - iii. Secretary will handle communication and meeting minutes
 - iv. Treasurer will handle all finance related duties, maintaining financial records, paying vendors, collecting outstanding dues
 - v. All board members will share the responsibility of vendor communication
 - vi. All board members agreed to obtain 3 votes by board members for decision making, especially financial
 - c. Re-evaluate Sub-committees
 - i. Rules and regulation policy Committee
 1. Board decided to continue with this committee with members:
 - a. Toni Adams
 - b. Ron Adams
 - c. Art Wagner
 - d. Alberto Bertolin
 - ii. Architectural Control Committee
 1. Board decided to continue with this committee with members:
 - a. David Sierra
 - b. Jacob Rape
 - c. Damon Dexter
 - d. Michael Arthur

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- iii. Public Communication Committee
 - 1. Board decided this committee would be discontinued
 - iv. Landscaping Committee
 - 1. Board decided to continue with this committee with members:
 - a. Hiram Gibbard
 - b. Alberto Bertolin
 - 2. Board will email community to seek one additional member
 - v. Budget & Finance Committee
 - 1. This is a new committee being established with members:
 - a. Tammi Lott
 - b. Jacob Rape
 - 2. Board will email community to seek one additional member
 - d. Onboarding the new HOA management company Goodwin & Co. (GW&Co.)
 - i. Current Website
 - 1. No cost associated with website maintenance
 - 2. GW&Co. has InTown site which we can transition to
 - 3. Board decided to keep the website up for now and into the new year and redirect homeowners to the InTown site once it's established
 - ii. Community Mailing List
 - 1. Board decided to keep out mailing lists and revisit once the GW&Co. transition is completed
 - iii. Board email
 - 1. Board decided to keep our email and revisit once the GW&Co. transition is completed
 - 2. Board decided after transition to GW&Co. keep the Board@waterhillhoa.com email active in order to provide the residents a direct line to the board
 - iv. P.O. Box
 - 1. It is pre-paid until the end of 2020
 - 2. The PO Box utilization will be discontinued once we transition to GW&Co.
 - v. Transition plan for GW & Co
 - 1. Board has decided to meet on a monthly basis starting in September and concluding in December to establish a comprehensive transition strategy
- III. Action Items/ Next Steps
- a. Questions for GW&Co.
 - i. Can we store existing HOA documentation with GW&Co. wither physically or in the cloud?
 - ii. Can GW&Co. provide us information regarding charging fees for financial statements to new developments?
 - iii. Can GW&Co. provide us information regarding requiring reserve deposits to HOA reserves from new home builds?
 - iv. Can GW&Co. provide us with a reference for a company that can perform an engineering assessment for the community?
 - v. Can GW&Co. demo InTown website & utilization to the board?
 - vi. Can GW&Co. notify our attorney Eric of the new board members and positions?
 - 1. If not, this will be a task for the Board to complete
 - b. Tasks for the Board
 - i. Update tow company (Fast Tow) with new board information
 - 1. Hiram Gibbard will complete this task
 - ii. Chase Bank Account – Change authorize users to reflect the new board
 - 1. Board members will need to bring their ID's & HOA Annual Meeting Minutes

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2. Jacob Rape will complete this task
 - a. Since he is an outgoing board member the bank will need his authorization
 - iii. Board Emails
 1. Provide new board members with email access information
 2. Hiram Gibbard will complete this task
 - iv. Transfer of physical document
 1. Collect boxed of documents & drives from outgoing board members
 2. Vedrana Behaderovic will complete this task
- IV. Meeting was adjourned at 8:36 pm