

**Eagle Landing at Oakleaf Plantation
Homeowners Association, Inc.
Board of Directors Meeting
Thursday, October 27, 2022**

Minutes

CALL OF ROLL

The meeting was called to order at 6:00 p.m. by President, Junius Hill.

Present were Junius Hill, Scott Watson, Trent Janney, Michael Young, and Debra Brown. Kathy Melton, CAM represented The CAM Team.

The meeting was held via Zoom. Nine (9) homeowners were in attendance.

PROOF OF NOTICE OF MEETING

Notice of the meeting was posted on the Eagle Landing website and a blast email was sent.

DETERMINATION OF QUORUM

A quorum of the Board was met with five (5) Directors in attendance.

APPROVAL OF MINUTES

A motion was made by Trent Janney and seconded by Scott Watson to approve the minutes from the September 20, 2022 Board of Directors meeting as written. None opposed and the motion carried.

RESIDENT MEMBER COMMENTS

A homeowner suggested that the Board revisit the period of time for violations to expire and start over, ie political signs.

DIGITAL TRANSITION PROJECT UPDATE

The status of the ARC conversion to digital files was provided. The files have been audited by East-West Partners and have been transferred to Iron Mountain for conversion. Junius Hill and Trent Janney received training (Train the Trainer) and will be setting up Zoom training with the ARC members and Management. The target date for turnover of the ARC approval process is still targeted for November. The Insight website went live yesterday, October 26, 2022. The CAM Team will store the ARC records once they are returned by Iron Mountain.

The ARC administration process was reviewed. Five steps are involved:

- Step 1 – Resident Request – Received by The CAM Team
- Step 2 – Quality Control Check
- Step 3 – ARC Requests Sent to Eagle Landing ARC
- Step 4 – ARC Committee Decision
- Step 5 – ARC Approval Forwarded to The CAM Team

BUDGET

The September 2022 financials were emailed to the Board in advance of the meeting. Balances as of September 30, 2022 are:

Operating Account	\$197,478.66
Capital Contributions	\$ 27,893.55
Fidelity Investments	<u>\$ 7,088.63</u>
	\$232,460.84

Accounts Receivable as of September 30th were \$4,319.86.

There are seven (7) homeowners in Lien status. Eleven (11) homeowners have a balance, including two builders.

As of September 30th, total operating expenses are below budget approximately \$10,500.00.

BUDGET INVESTMENT DISCUSSION AND MOTION TO EXECUTE TRANSACTION

The most recent balance sheet and income statement were reviewed. Legal fees are significantly higher than budgeted (120% over budget). Utilization of fines will decrease the amount needed for legal fees. ARC Income is higher than budgeted for the year and is currently split 50-50 with the developer. In 2023, all ARC income will belong to the Association and is projected to be \$20k. An additional line item, Technology Budget, will be added to include Iron Mountain and Zoom expenses.

The Association at the end of September had total cash funds of \$232,460.84. The Board discussed how much can be invested in brokered CDs at this time. A motion was made by Junius Hill to invest \$150k in staggered CDs (\$50k each for 6-month/9-month/12-month terms). Michael Young seconded. None opposed and the motion carried.

FINING COMMITTEE HEARING DEBRIEF

The Fining Committee met on October 17th for review of three cases. Steve Laurenzano was elected Committee Chair. The fines for two properties were upheld and one case was sent back to the Board due to a potential technicality.

VIOLATIONS REVIEW (INCLUDING ATTORNEY UPDATES)

A violation summary report comparing violations from September to October was provided. In September, there were a total of 156 total violations versus 126 violations in October, a 19% decrease. Stage 0 violations were up 44% in October, however stage 3 violations were down 24%. There are currently eleven (11) cases with the attorney versus sixteen (16) cases in September.

VIOLATION CANDIDATES PROGRESS TO FINE OR ATTORNEY REVIEW

The top ten fines candidates were reviewed. Two are already with the attorney and one will be settled soon with all attorney's fees being paid. After discussion, a property that has received multiple violations for trash, parking, etc. will be sent to the attorney. Junius Hill made a motion to send seven (7) other properties to the Fining Committee with a \$100.00 fine imposed on each. Michael Young seconded. None opposed and the motion carried.

ELECTION PROCESS

The election process for the Annual Meeting in January was reviewed:

- Three (3) seats are up for election at the next Annual Meeting.
- At least sixty (60) days prior to the scheduled meeting, the Association will mail out a notice of the meeting to all owners of record.
- Anyone interested in running for an open seat must provide written notice of their intention to run not less than forty (40) days before the scheduled election.
- No nominations may be taken from the floor at the Annual Meeting.

- At least fourteen (14) days before the scheduled meeting a second notice and ballot, if needed, will be mailed to all homeowners.
- There is no quorum requirement to conduct an election, however ballots from at least five percent (5%) of the total eligible voting interests must be received to have a valid election. Ballots may not be cast by proxy.
- The term for the three (3) seats will be three (3) years.

BOD COMMENTS/QUESTIONS

Director, Scott Watson suggested a blast email be sent to residents as a reminder of the restrictions regarding political signs.

Director, Trent Janney recommended that the Fining Committee have resolve and all necessary information when individuals get combative at the hearings. He also asked that the Association let the CDD know that maintenance is lacking in several areas.

MEMBER QUESTIONS AND STATEMENTS

A homeowner shared that the Board needs to consider that new home construction is ending when drafting the 2023 budget.

Adjournment

All business being completed, the meeting was adjourned at 7:07 p.m.

Approved 11.15.2022
Kathy Melton, CAM