

**IRF HOA Board Meeting Minutes
November 13, 2018**

**Board members present: Diana Merciez, Mike Bongiorno and Jim Smith.
Members absent with notice: Sun Betancourt and Don Darcy**

UPA manager Jennifer Copeland present as well.

6:00pm Board met early for 2 due process hearings. Both homeowners complied after due process notice was served so no hearings were necessary.

Board elected to move to executive session in the interest of time.

6:05: Motion to move to executive session Mike, Diana 2nd

6:27: Motion to close executive session, Diana, Jim 2nd

6:30: Motion to open homeowners board meeting, Mike, Diana 2nd

Motion to accept minutes as written and bypass reading, Diana, Mike 2nd

6:33: Motion to open homeowners forum Mike, Diana 2nd

No homeowners present selected to speak

Motion to close homeowners forum Diana, Mike 2nd

**6:35 Management reports given by Jennifer Copeland
Financials reviewed**

Jenn reported that she and Mike Bongiorno walked the neighborhood and made note of where tree roots are damaging the sidewalks. Jenn sent this report to the city on 11/12/18.

ARB report: 1 application received and was unanimously approved.

Jenn reviewed the protocol per the CICB for the changes made to the complaint form. Board was asked to adopt a resolution for the changes made to the form. Motion to adopt resolution made by Diana, 2nd Mike. Unanimously approved.

Jenn asked the board to review the RFP that she sent via email for upcoming bid requests for landscapers.

Committee Reports:

ARB: 1 application reviewed and approved

Social: no committee

Newsletter: Editor asked that any articles be submitted to her by the 18th

6:45 New Business: Motion to open Diana, Mike 2nd

Jenn reviewed investment report and advised Treasurer on where to find current CD rates as well as information on when CD's will be maturing. It was noted no CD's will mature until 2020.

Christmas decorating contest discussed. Motion by Diana to hold contest, 2nd by Mike. Theresa Bell volunteered to serve as a judge and will solicit several others to judge with her. Judging will be held on Dec 23. Prizes will be for 1st, 2nd and 3rd place. Visa gift cards will be purchased from Navy Federal CU by Sharolyn Rancour on behalf of the HOA and will be reimbursed. Denominations will be in the amounts of \$100, \$75 and \$50.

Dates were discussed for HOA Board meetings for the year 2019.

Dates tentatively set as follows: Feb 12, Mar 12, April 9, June 11, Aug 13, Sept 14 (annual meeting/community day), Oct 8 and Nov 12.

Jenn is checking to make sure the number of meetings scheduled does not exceed our contracted number with UPA. Jenn will secure location for meetings with Glenwood Elementary. If there are dates that Glenwood can not support, Jenn will reach out to New Castle Elementary or Salem Elementary.

2019 coupon books for payment of dues will be ordered and sent out to homeowners who do not already have an ACH set up with their bank.

7:06 Motion to close New Business, Diana, 2nd Jim

7:06 Motion to open Unfinished Business, Diana, 2nd Mike

BMP update given by Jenn. Inman and Strickler is waiting reply from Thompson and Associates on their agreement to proceed to District Court for a resolution. Jeanne Lauer will be following up with Thompson and Associates and will advise Jenn when she has an answer. It was asked and answered that we do need Thompson and Associates to agree to proceed. Jenn will find out what the deadline is for Thompson and Associates to reply.

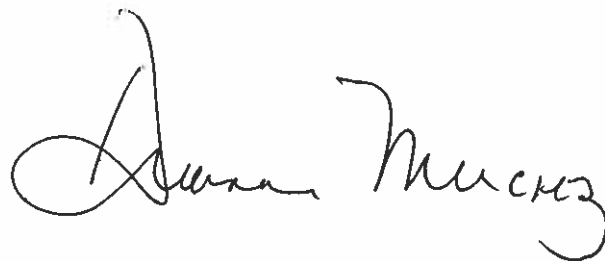
Revised bids for the sidewalk extension to the playground were discussed. The board agreed that Concrete Jack was their first choice provided they could answer a question regarding needing a water source. Once the board hears back from Jenn with the answer, the board will move forward with a vote per email.

Budget for 2019 was motioned to be adopted by Mike, 2nd Diana

7:17 Motion to adjourn business portion of meeting, Mike, 2nd Diana

7:17 Motion to move back into executive session, Diana, Jim 2nd

7:28 Motion to close executive session and adjourn meeting, Diana, Jim 2nd

A handwritten signature in black ink, appearing to read "Diana Mucroz". The signature is written in a cursive, flowing style with a large initial "D" and a long, sweeping underline.