Meadowbrook Heights HOA - Approved

February 2024 Minutes

12 February 2024 / 7:00 PM Meeting called to order / John Meyer’s House

**ATTENDEES**

Lisa Bicknell (president), John Meyer (vice president), Melissa Ehrlich (treasurer), Martin Meyer (secretary), Pete Bicknell (member at large), Aaron Stein (member at large)

**AGENDA**

Old Business

1. Board members have reviewed the HOA By-law update provided by Melissa at the December Meeting. Comments were solicited as to whether there were changes or additions to the overall document. Some changes and questions were identified, and Melissa will work to update this document for review in March by the Board.
2. Melissa has reviewed requirements for the HOA covenants, and raised several issues with the updates of this document. The Board discussed some of the requirements and challenges that this update will have to address. After resolution and approval of an update to the Bylaws, Melissa will work with the covenants to have a document ready for review by the HOA members targeting the May annual meeting.
3. The First Bank account has been set up, John and Lisa are on the account, and checks have been issued. The Board then discussed whether we should have debit card(s) issued, and do more/most of the banking activities electronically. Close out of the Chase Bank account is complete.
4. Martin will continue to work on a plan to provide a “push” based communications (sending email versions to owners versus a “pull” approach where owners have to actively go to the website to see what is going on). Using our archives to document email addresses will help populate the email addresses and the broadcast of meeting minutes via email, and will be tested in March. John and Martin will look to canvas the neighborhood to obtain the email addresses in March.
5. A plan and a tentative date for a HOA area yard sale event will be generated in the next few months (current tentative date is June 22/23). This year’s event was appreciated, but better communication ahead of the event will benefit all who want to participate. NO CHANGE
6. The potential for new trees to be planted in the green space was raised. No specific detail or specification were set, and the board will wait for additional information/justification before moving forward on this suggestion. NO CHANGE
7. After verification of the total number of ash trees to be covered by the Schra Tree Service proposal, (71), the board voted unanimously to approve the payment for SCRA to perform this service. Payment of $7,409.05 was made to Schra to take advantage of the offered discount.
8. Martin is continuing to work on the proposal for the potential change to the First Street grass area. He will attempt to defined scope and solicit estimates prior to the March meeting.
9. The board had asked Melissa to work with L. Pfeiffer to generate a bookkeeper scope of work as well as help the new board understand the detail work and interface between the HOA treasurer and the bookkeeper function. This training has taken place.

New Business

1. The Board agreed that we intend to work from the First Bank account to pay all future invoices.
2. After some review of our financial statements, Melissa recommended that we evaluate conducting a reserve study (typical of HOA’s) to ensure that we have enough cash in reserve to cover likely upcoming expenditures for repairs/replacements. She had several vendors identified. The board was in agreement with this suggestion. Subsequent to the February HOA Board Meeting, Melissa provided additional information, and requested Board approval to go with one of the vendors so that we had a reserve study in hand by the May annual meeting. All board members voted for approval of this request via email, and the reserve study is underway.

Meeting was adjourned at 8:30 pm.