

Carriage Square Homeowners Board of Directors Meeting

March 14, 2018 Minutes

The meeting, held at 1117 Chaparral Drive, was called to order by President Mark De La Torre at 7:10 p.m.

Board members present: Mark De La Torre, Michelle Stokes (V.P.), Gail Kane (Treasurer), Geigy Stringer (Secretary), and Directors Bonnie Hoffecker, and Christy McGrew.

Guests present: Rich and Charity Sharp, Melissa De La Torre, and Brett Stringer.

The minutes for the meeting of November 18, 2107 were read and approved. There were no minutes from the scheduled January 2018 board meeting, as it was cancelled for lack of quorum.

President's Items:

The President said he and the Treasurer have signed the account card at the credit union.

Secretary's Items:

The Secretary reported she has updated the Board's Owner/Resident List and street map with the following new changes of ownership:

1833 Clydesdale, for \$373,000 on 11-15-2017 to Robert L. Rebok, Trustee;
901 W. Winnie Lane, for \$225,000 on 9-13-2017 to Mark C. and Rhonda Vanderlinden; and
1832 Calash Dr., for \$467,000 on 10-4-2017 to A. Bullentini-Wolf and B.J. Wolf.

The Secretary reported that she has yet to update the Board's Owner/Resident List and street map with the following new changes of ownership:

1230 Cabrolet Dr., for \$372,000 on 2-28-2018 to Christine Brandon; and
1840 Chaise Dr., for \$390,000 on 2-27-2018 to Jocelyn Indira Rosas.

None of the above new owners have received welcome packages. It was discussed and decided that the Secretary would assemble for each a welcome packet containing the latest newsletter, a copy of the CC&Rs and the Bylaws and give them to Director Bonnie for personal delivery with home-baked goods she volunteered to prepare.

The fall newsletter was printed and posted on 12-11-2017 at the total cost (for postage and 2-sided black & white copying) of \$76.98. The treasurer would issue reimbursement at the end of this meeting.

The Secretary shared a clipping of an article from The Nevada Appeal which discussed CC&Rs. She presented a draft of the HOA Approval Form that included changes discussed in the last board meeting.

Treasurer's Items:

The Treasurer reported receiving a Change of Address Verification for the P.O. Box.

She received seven more HOA dues payments since last meeting. She received two dues double payments, one address had a payment from the seller and a payment from the buyer. She deposited both of them. The other was one payment from the title company and the other from the buyer. She returned the one from the buyer.

The Treasurer has made 2 payments. \$982 for the HOA's liability & D&O insurance, which had lapsed March 8, 2018, and \$50 to the Secretary of State. She will send the latter to the lawyers along with the return, for filing.

It was moved and seconded that the following payments are approved:

to the Treasurer, for the P.O. Box, \$108.00
to the Secretary, for the fall newsletter, \$76.98
to State Farm Insurance, \$982.00; and
to the Secretary of State for statutory annual filing, \$50.00.

Taxes for January 2017 – August 2017 will be paid by the Treasurer by the April 15, 2018 deadline.

The work party discussed in the last board meeting is no longer needed, with respect to the Treasurer's files.

The total bank balance is \$5,747.57.

The Treasurer has received 3 pieces of returned mail. She will update her records.

Vice President's Items:

The Vice-President proposed, and it was moved and seconded that June 2, 2018 be slated for the annual garage sale. The Vice-President estimated that about 15 households on the average have participated annually. Discussion ensued to clarify that this is not an HOA sponsored event, only that the HOA assists in marketing the residents' voluntary participation in the community activity.

The HOA bears the cost of helium balloons that are distributed to participating members. The Vice-President will get volunteers and present the publicity plan at the next meeting.

It was discussed whether member Sena Lloyd could be asked to create a spring newsletter that would help publicize the event.

Approval Form Submissions:

No Painting, Roofing or Alteration requests were received since the last board meeting.

CC&R Violations:

Since the last meeting, there has been no further action on the member's home on Chaise Dr. that is painted robin's egg blue.

A member lodged a complaint about a neighbor's utility trailer parked on the driveway at or near Chaise Dr., in violation of CC&Rs. The President and Vice-President talked to the resident, who removed the trailer within 3 days of being duly notified of the violation.

Old Business:

The President reported that the url "CarriageSquareHOA.org" is available for purchase at \$7.99 per year. It was moved and seconded that the vice President purchase the url on the Board's behalf.

The President reported that the speed trailer that he requested the City of Carson City place on Chaparral Drive, in front of his house, was promised 3 months ago but has not yet been delivered.

Suggestions were made and discussed on the matter of the website redesign.

On the matter of lodging pre-approved paint colors with the area paint stores, the President was advised by Kelly Moore to, rather, collect and compile a book of paint "line brochures" or color cards and booklets available for free where paint is sold. The color cards can be made available to any member seeking approval, which will garner immediate Board approval if the member's desired color(s) is found among the collection. The President gave the Secretary some line brochures that he had collected thus far, and encouraged all who were present to likewise pick up brochures when and where it is convenient.

Executive Session from 8:10 p.m. to 8:35 p.m.

The President requested an executive session. As prescribed by the Robert's Rules of Order, notes were not kept during this portion of the meeting.

CC&R Violations:

A member on Chaparral Dr. who had been unofficially notified by a passing board member that his newly constructed fence was not in conformance, took the issue up with the Vice-President. Upon examining the facts, the Vice-President waived any action by the Board as to the fence construction.

A member who presumed that a member on Calash Dr. was repainting his house without first submitting an Approval Form lodged a complaint. The President investigated and confirmed that an Approval Form had not been submitted, but that the member was refreshing paint with the same colors. When there is no color change, a member's submission of an Approval Form serves as courtesy notice to the community, and no approval is forthcoming from the Board.

A member who complained of incessantly barking dogs in a home on Calash Dr. will be asked by the Vice-President for patience, as the Vice-President has knowledge that the current tenants will soon be moving out and the owners moving in. It was discussed that pet nuisances are the purview of the Carson City municipal code, because the CC&Rs do not address the issue.

New Business:

The President proposed the development of an HOA Complaint Form. If such form was made available to all members (on the website, for example), according to the President's research, the Board would have the duty to protect the anonymity of complainants.

The President in addition proposed the development of an FYI Sheet for Realtors and showed the Board samples. In his conversations with realtors, the President had discovered that information about Carriage Square HOA is not as easily available as are those of other HOAs in Carson City. It was moved and seconded that an FYI Sheet be published. The President will develop the document and present it at the next meeting for approval.

Internal communication needs and protocols between board members were discussed. Priorities and preferences were identified that would help the Board be responsive to members' complaints and inquiries as a collective unit. The Vice-President was asked to develop a web-based group messaging and document sharing tool for the Board's use.

Future meeting dates were discussed and agreed upon to be the first Tuesday of every the odd-numbered months, with the exception of July 10, 2018 being the second Tuesday. After discussion, consensus was reached that publication of the dates for upcoming meetings on the CSHOA website would provide sufficient notice to members.

Upcoming meeting dates are: May 1, July 10 (this date is being slated for the annual HOA picnic) and September 4, 2018. Venues for these meetings will be posted on the website closer to the date of the respective meeting.

The President presented a welcome letter authored by an unknown board member in 2003. He volunteered to update it and provide it to the Board for inclusion in new members' welcome packets and for publication on the HOA website. He envisions a button on the website saying "New Homeowners CLICK HERE," to link to appropriate content.

The meeting was adjourned at 9:15 p.m.