

Carriage Square Homeowners Board of Directors Meeting

May 8, 2018 Minutes

The meeting, held at 1117 Chaparral Drive, was called to order by President Mark De La Torre at 7:13 p.m.

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

The Secretary had emailed the Board minutes for the meeting of March 14, 2108 in advance. Director Hoffecker and the Vice President approved the minutes and waived a reading.

President's Items:

No new items.

Secretary's Items:

The Secretary found no new changes in ownership and reported that one parcel on Winnie Ave. is on the market.

Treasurer's Items:

The Treasurer reported that the account balance as of May 8, 2018 was \$4,680.59.

She reported that she timely filed the annual tax return; as usual, there was no income tax due with the return. Her requested reimbursement of \$3.95 for certified postage was approved.

The Treasurer confirmed that the account signatories have been updated to Mark de la Torre and Gail Kane. She obtained approval from the Board to use the ATM card for the account and to make mobile deposits as she deems fit.

Approval Form Submissions:

Sharon received verbal approval from the President and Vice President for the colors.

CC&R Violations:

There were no CC&R violations noted by those in attendance.

Old Business:

The President reported that he had purchased the url "CarriageSquareHOA.org" as authorized. He will request reimbursement at a later date.

Methods of dissemination of information among board members was discussed. Regarding emails coming in from the website, the Vice President will set up a rule to automatically route them to the board members' respective email boxes. Regarding correspondence coming in the mail, or received verbally by individual members, the recipient will immediately share the correspondence such as approval forms or complaints by text or email to the rest of the board.

The President reported that he has continued to follow up on the installation of a speed trailer on Chaparral Drive and the city has continued to postpone it indefinitely.

Regarding storage of HOA documents in the cloud, it was discussed and all in attendance were amenable to using Google Docs.

It was moved and seconded that all remaining meeting dates for this administration will be published on our website, with location to be added as they become known.

Regarding website design, the President suggested that the front page be an "FYI" page containing links to underlying pertinent data.

The President gave the Secretary a few paint color brochures to add to the library of approved colors, which she is maintaining with the HOA records.

The Secretary will compile Welcome Packets for the recent property transferees on record and give them to Director Bonnie for distribution, along with the Director's home baked treats.

The President said that the design of fences bordering Carriage Square Park will need to comply with the CC&Rs, even if, through the years, the fence design that is prescribed by the CC&Rs has not been consistently followed by all members when constructing side and back fences. A mailing may be in order reminding the affected members of this requirement.

New Business:

The problem of speeders along Chaparral Drive was discussed. The President observed that these drivers are coming from the properties west of the HOA boundary. He will use his privilege as a Carson City homeowner to ask the City to do a traffic study to determine if a stop sign is needed on Chaparral Drive, at Chaise Drive and Chaise Ct., for the safety of residents. Other board members commented that in the past, a resident-led campaign to install the stop sign on Clydesdale Drive, at Stagecoach, met with success.

The Treasurer requested a copy of the Bylaws, which are not published on the HOA website.

Executive Session from 7:40 p.m. to 7:55 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.

New Business (continued):

The President proposed that a neighborhood Message Board be created exclusive to HOA members, similar to Nextdoor.com. Pros and cons were discussed.

The President moved and it was seconded that the Paint, Roof and Fence Alteration Approval Form be modified to require only two (down from four) board member signatures.

The President proposed placing an online Complaint Form on the website. He will create a draft for discussion at a future meeting, as well as a sample FYI form.

The Vice President announced plans for the June 2 HOA garage sale. Director Bonnie volunteered to create a flyer for the annual event and the Treasurer volunteered to help distribute the flyers.

The next meeting will be on July 10, 2018 at Director Bonnie Hoffecker's home.

The meeting was adjourned at 8:15 p.m.