

**Carriage Square Homeowners Association
Board Meeting**

November 7, 2018 Minutes

The meeting was held at 1117 Chaparral Drive. It was called to order by President Michele Stokes at 5:34 p.m.

Board members in attendance were: Michele Stokes, Bonnie Hoffecker, Christy McGrew, Jack Sosebee, and Geigy Stringer.

Member Dave Ziegler was in attendance.

Reading of Minutes of Last Meetings

It was moved and seconded that the minutes for the September 4, 2018 meeting be approved as distributed by the Secretary by email earlier that day.

Secretary Stringer had also distributed the minutes for the October 9, 2018 Special General Meeting by email earlier that day, however Hoffecker requested a change to the minutes. With input from Directors McGrew and Hoffecker, Stringer at that instant word processed the change to one sentence and read it to the Board for approval. It was moved and seconded that the minutes for the October 9, 2018 Special General Meeting be approved as received by the Board earlier that day, but with the change that Secretary Stringer had just read.

Report of Secretary

Stringer reported that her customary search of assessment records rendered two property transfers that occurred since the last board meeting:

1265 W. Winnie, to Kathleen H. Stillwell on 5/25/2018 and
1824 Calash Drive, to Lucrecia Oyarce on 8/14/2018.

She added that a property transfer had occurred in January of 2018 that was missed:

1143 W. Winnie, to Robert Dennis & Anes Manoussova.

Stringer said she had the letters ready for the new members' welcome packets, but not copies of the CC&Rs yet. Once Stringer had completed assembling the three packets, Hoffecker said she would bake cookies to accompany them. Hoffecker and Stringer would coordinate the delivery of the welcome packets.

Report of Treasurer

Treasurer Hoffecker reported the current bank balance to be \$7001.64.

Towards that balance, she reported depositing \$2050.00 of dues on October 10, 2018 and \$250.00 of dues on October 29, 2018. Total income received since last report was \$2300.00

She reported no disbursements being made since last report.

Hoffecker listed the following liabilities:

- Attorney fees for legal opinion regarding proxy votes
- Reimbursements due her for postage and printer cartridge used in two general membership mailings relating to the election and HOA dues collection.

Hoffecker said Greater Nevada Credit Union required her to read into record the following intent statement:

“As Treasurer it is my intent to update our board members with the Greater Nevada Credit Union changing the president from Mark De La Torre to Michele Stokes and the treasurer from Gail Kane to Bonnie Hoffecker.”

Report of Committees

Hospitality Committee

Hoffecker will make and deliver home-baked cookies to the new members named above.

Architectural Committee

Stringer said there was no Architectural Committee per se, because all board members from the last board agreed to be the first point of contact for all members' Approval Form submissions and to notify the Board of apparent CC&R violations. After discussion, it was agreed that the current Board would continue the practice.

An observation had been submitted to the Board that trash cans were visible from the street on Chaise Drive. The same member also had a trailer parked on the driveway, in violation of the CC&Rs. Hoffecker said that the CC&Rs do not require that trash cans be stored out-of-sight from the street.

Discussion ensued. It was agreed that a letter be sent to the member, who had not been reachable by door-knock.

Director Sosebee suggested that the Board's goal statement be made in a soft and sympathetic manner: to enforce the CC&Rs and keep up the neighborhood's aesthetics, all toward protecting all members' investment and property values.

The Secretary volunteered to prepare a draft, using templates she had been provided by past Secretary Mary Ellen Komac.

Hoffecker said she received notification from a member who was visited by the Carson City Enforcement Office and directed to trim back landscaping. The member incurred an unexpected cost to comply.

Sosebee suggested informing all members that City Enforcement had been making rounds in the neighborhood. By way of example, Hoffecker presented a flyer from NV Energy that encouraged its customer base to trim brush clear of road signs, for safety.

To help mitigate unplanned expenses to members, President Stokes suggested a community clean-up day where members can join forces and pool resources on a volunteer basis to help fellow members trim landscapes clear of sidewalks and road signs.

Hoffecker said she received a member's report that the single-car accident that occurred on Chaise Drive at the corner of Chaparral on October 26, 2018 had been reported to the City Enforcement Office. Stringer said that past president Mark De La Torre had attempted to have the City put a speed trailer at the intersection of Chaparral and Chaise Drives, but the City had kept stalling. It was generally hoped by those in attendance that the report of the accident would provide the impetus for City action. Stringer asked whether the Board should take an active role on the issue, Stokes suggested the Board revisit the issue at the next meeting and no one objected.

President Stokes wanted to establish a time line for corrective action that would not exceed six (6) months, citing the practice of past Boards. It was discussed and agreed that the timeline would be as follows (assuming continued non-compliance by the member):

- @ board meeting where record of infraction is made + 3 days = send member a sympathetic letter requesting correction;
- @ 2nd board meeting + 3 days = send member letter warning of legal action; and
- @ 3rd board meeting + 3 days = send referral letter to lawyer, with copy to member.

Unfinished Business

The Secretary quickly read through the minutes for the July 10, 2018 meeting and found no apparent unfinished business for discussion.

New Business

Those in attendance discussed when board meetings ought to be held. It was agreed that the Board shall meet every second Tuesday of every odd month, at 5:30 p.m.

Hoffecker volunteered to create the next newsletter. Hoffecker anticipated the content to include: a recipe, a letter from the President including a goal statement and a friendly reminder to maintain neighborhood aesthetics and safety, news about the October 26 accident, photos of new NO DOGS park

signs, and the events calendar. Members who were not current on dues would receive a Dues Notice inserted in their newsletter.

It was discussed that the goal would be to mail a membership-wide newsletter on a quarterly basis. Hoffecker suggested hiring teens from the neighborhood for a nominal fee to distribute flyers announcing events as they draw near, which would be cheaper than executing a mailing for each event.

Discussion followed as to the setting of the events calendar for the fiscal year October 2018 through September 2019. It was agreed, and no one objected that the following events shall be scheduled accordingly:

- Caroling on the Sunday before Christmas, or December 23, 2018;
- Spring Clean Up Day on the Saturday after Tax Day, or April 20, 2019;
- Neighborhood Garage Sale on Saturday after CHS High School Graduation, or June 15, 2019; and
- HOA Picnic-BBQ on Saturday after Labor Day, or September 7, 2019.

Hoffecker, who had served on the Election Review Committee, presented all in attendance with a proposed amendment to the By-Laws. It read:

Amend to be a standard practice that all voting by proxy shall be done on a proxy form prepared by or caused to be prepared by the Board of Directors and timely distributed to the Membership. Only such matters as appear on the proxy form prepared by or caused to be prepared by the Board of Directors and timely distributed to the Membership may be voted upon at any Member Meeting, thereby ensuring that all members are allowed to vote through an established process and to remove the use of proxy votes to circumvent such established process.

Discussion ensued regarding the procedure needed to amend the By-Laws. Stringer recalled that a member had in the past intended to propose amending the By-Laws to raise the annual dues in order that the HOA could afford to compensate a third-party manager to manage infractions, dues collections and other duties now being performed by the Board.

Stringer suggested soliciting input from past board members such as Dave Ziegler as to what amendments they may have wanted to adopt during their term. She said gathering all proposed amendments in the format of the recent ballot (with Questions) would optimize the effort required to garner the majority vote that amending the By-Laws would require. Hoffecker suggested that the proposed amendments and proxy votes be mailed together prior to the September 2019 elections.

There was brief confusion regarding amending the By-Laws versus the CC&Rs, until Dave Ziegler reminded the Board of the distinction. All board members in attendance were in agreement that the CC&Rs needed no amendment.

The meeting was adjourned at 6:38 p.m.

Respectfully submitted,

/s/

Geigy Stringer, Secretary

4/2/2019