

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
April 8, 2024-Eaglewood Office

Meeting called to order: by Steven Cook at 6:01pm

Roll call of officers - Present: Board members: Steven Cook, Anna Tapps, Deena Bradley and Wallace Thomas

Operations Manager: Seth Spence

Office Manager: Kaye Carleton

Previous Meeting Minutes: March 11, 2024 Board of Directors Meeting Minutes were approved

Reports of Officers:

President: Steven Cook

- Scott Rolfe-VEI Consulting
 - Draft contract for engineering work to be done on N Mitkof Loop
 - Schedule
 - Schedule is being pushed out to get accurate moisture content when the geotechnical boring is done
 - Surveying could take place in May
 - Testing would have to wait until the area is dry for accuracy
 - Best to do preliminary work in 2024 and construction in 2025
 - Additional investigations could be done at the same time
 - Sub cut top portion of Babroff Drive
 - This would be a priority
 - Samalga Circle
 - S Kanaga Loop
 - Eaglewood Loop from Agattu to Stuart
 - Motion: To approve contract as quoted. To include the investigation of Babroff Drive. Total is \$70,576 including the 10% variance for engineering.
 - Vote: All in Favor.
- Homeowners from Tanadak Circle
 - Concerned about a property on the circle
 - Believe house has been vacant for 5-6 years
 - A pipe burst in the house water was gushing out from the garage
 - No dry out has happened
 - AWWU came out and shut off the water
 - Had to dig up neighbor's side yard to repair pipe
 - The house is deteriorating
 - Paint is chipping, roof is in bad condition and driveway is in bad shape, staircase is in bad condition
 - Concerned about how this will affect property value
 - Hoping to see the property brought to a livable condition
 - Notices will be sent for work that needs to be done
- Annual Meeting
 - Madison Meyer Roy Briley Association Management
 - How will the roster look?
 - Alphabetical would be preferred
 - Also sorting by addresses as only one vote per household
 - Must be in good standing to vote

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- Contracts
 - An attorney was consulted
 - The current contract has a mass of contradictions
 - Out of compliance, more than needed, should be reduced down to one page
 - Include salary and leave
 - Keeping job duties out as a separate list
 - Allowing job descriptions to be modified if needed
 - Creating a document that can be used in the future to protect the HOA and the Employees is important
- Board Candidate Letter
 - Changes were suggested
 - Email to those who have expressed interest

Design Committee: Anna Tapps

- Presented two resolutions
 - A board member is not permitted to be involved in and must recuse themselves from any employment compensatory decisions concerning family members working for the Eaglewood Homeowners Association as to avoid any conflict of interest.
 - No board member, employee or family member of the Eaglewood Homeowners Association is permitted to purchase any home under foreclosure in the community as to avoid any conflict of interest while working or volunteering for the HOA.
 - Voting will happen via email
- Will gladly assist with the transition after the elections

Judicial Council: Vacant

- No appeals pending

Secretary/Communication Chair: Deena Bradley

- Statement attached to (chatty) email
 - Will discuss this with Briley
- Using appfolio to submit applications does not work
 - Request it be disabled
- Election page has been updated
- Seth is asking that the info on the updates be trickled out on Facebook

Treasurer: Vacant-Wallace Thomas

- Sitting good financially

Operations Manager: Seth Spence

- Babrof completion
 - Caddo will complete in May/June
- S Mitkof/Squire sidewalks and lighting
 - Begin first part of June
 - Affected homeowners will be notified
 - Tesla will do the electrical upgrade
 - Suggesting existing light poles be painted as a cost saving measure
- Capital Budget Projects 2024
 - Estimated bids \$473,000

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- Proposed replacing the older gators which are over 20 years old
 - Safety concern due to lack of functional lighting
 - Provided information on replacements and quotes
 - Would take a while to receive
 - They come with strobes
- Eagle River High School
 - Day of Service
 - Proposed they collect litter in the subdivision
 - Have not heard back
- Damaged Swales will be staked off this week
- Guaranteed Services Overage Invoice
 - Was high due to the cleaning out of the Montague ditch
 - Hauling to other areas
 - Offering a discount for early payment
 - Hope to continue next year

Office Manager: Kaye Carleton

- Collections Update
 - Identified 56 properties that owe more than the current quarter dues
 - Sent letters out giving them their balances
 - They were all previously set up for recurring payments
 - This will call attention to the fact that the auto payments went away
 - This was an attempt to bring the receivables down
- Dues increase letter will go out May 1st

Unfinished Business:

- Meet and Greet
 - May 4th 11:30-1:30
 - Estimate it will cost about \$450 for 200 people
 - No appropriate budget line item category
 - Miscellaneous Supplies could be increased
 - Motion: Increase Miscellaneous Supplies by \$450
 - Vote: All in favor
 - Grill has been offered by a homeowner
 - The hot dogs could be grilled fresh
 - Cooking too many could be alleviated
 - Port-a -potty
 - Look into options
 - Rent one or if ours could be moved
 - Advertise
 - Have signs made for sandwich board
 - Bright color
 - State this Saturday so they can be reused
 - Post on Facebook

New Business:

- New chair for Office manager
 - Recommended looking for one at Arctic Office Supply

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- Website Support
 - Submit online is not working
 - Contacted the website developer
 - We do not have an arrangement for assistance
 - Offered help at \$50 an hour or \$500 a year as a retainer
 - \$50 per hour for assistance is reasonable
 - Annual hosting fee is increased to \$400 a year
 - Fee to own URL will be coming due also
 - Motion: Agree to pay \$50 an hour for website support
 - Vote: All in favor

Meeting adjourned at 8:35pm

Steve Cook 6/10/24

Approved Signature/Date

Deena Bradley 6/10/24

Secretary/Communication Chair

Signature/Date