

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
January 10, 2022-Joy Lutheran Church

Meeting called to order: by Kayla Green at 6:00PM

Roll call of officers:

Present: Board members: Kayla Green, Leslie Donelow and Melissa Brigden

Office Manager: Kaye Carleton

Excused Absences: Michael Sherman, Anna Tapps and Nolan Heath

Five Homeowners were also in attendance.

Previous Meeting Minutes: December 13, 2021, Board of Directors' Meeting Minutes were approved.

Reports of Officers:

President: In Michael Sherman's absence Kayla Green chaired the meeting

- Called to review the agenda
- Motion: Approve agenda
- Motion carries

Design Committee: Anna Tapps

- There was no Design Committee meeting held in December

Judicial Council: Kayla Green-nothing at this time

Secretary: Leslie Donelow

- Facebook
 - Leslie works with the Eaglewood employees to answer questions or concerns messaged through Facebook
- Website
 - The website is live
 - Training took place in December
 - There are a few glitches which are being worked on
- Communication Committee
 - Completed Q1 2022 Newsletter

Treasurer: Melissa Brigden

- 2022 Budget
 - Working on the budget
 - We didn't get the 2021 year to date financials until today
 - The only income that will be budgeted is the dues
 - Snow removal is the largest budgeted item
 - Finding balance of what needs to be done
 - Homeowner concerns:
 - Not piling up the circles enough in the beginning of the season
 - Blocking sidewalks forcing people to either climb up over mounds or walk in the street
 - Line of sight when leaving circles
 - Reports of a private citizen plowing trails and sidewalks
 - Concerned of safety and liability
- The board has not had a conversation about a dues increase
 - Costs of goods and services increasing may prompt the need
 - Dues pay for:
 - 2 full time employees
 - Office Rent

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
January 10, 2022-Joy Lutheran Church

- Fiscal Management Company
- Maintenance of common area
 - Remainder goes to Long Range Capital Improvements
- Long Range Planning Committee
 - RFP's were sent to area companies to recommend future work in Eaglewood
 - Committee will meet in January to review proposals
- Financial Report
 - Changes are being made to the format for better comparison and supplying more information

Office Manager: Kaye Carleton

- Collections Update
 - Briefed on accounts in collections; there are currently 9 accounts in collections with a combined total of \$41,842.75 owed to the association
 - 1 pay off from lender requested
 - 1 foreclosure sale
 - 6 On hold
 - 1 send demand

Operations Manager: Nolan Heath

- Excused absence-no report

Unfinished Business:

New Business:


- Summer Grounds Crew
 - Will Eaglewood run its own crew again?
 - Homeowners feel they do a good job
 - Appreciate not hiring a contractor at a greater expense
 - The problem we ran into was they were not able to finish the season due to college starting

Motion to adjourn was made and passed

Meeting adjourned at 6:22pm

 2/14/22

Leslie Donelow/Secretary
Signature/Date

 2/14/2022

Approved
Signature/Date

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
February 14, 2022-Eaglewood Office

Meeting called to order: by Michael Sherman at 6:01pm

Roll call of officers:

Present: Board members: Michael Sherman, Anna Tapps, Leslie Donelow and Melissa Brigden

Office Manager: Kaye Carleton

Operations Manager: Nolan Heath

Excused Absences: Kayla Green

Previous Meeting Minutes: January 10, 2022, Board of Directors' Meeting Minutes were approved.

Reports of Officers:

President: Michael Sherman

- Nothing at this time

Design Committee: Anna Tapps

- There was no Design Committee meeting held in January
- After attending the last open board meeting a resident of Eaglewood misrepresented the facts
 - She posted on Facebook that the Board was discussing raising the dues
 - She was wanting more services from the snow contractor and board members stated that would require raising the dues
 - The Board then stated a dues increase was not being discussed at this time
 - The resident is not on the deed of the property and is representing herself as an owner
 - If this continues it will be pointed out that she cannot continue to misrepresent herself and make inaccurate posts of Facebook

Judicial Council: Kayla Green-excused absence

Secretary: Leslie Donelow

- Renaming the position from Secretary to Secretary/Communications Director
 - This better defines what the position entails
- Newsletter
 - Communication Committee met in January
 - Discussed topics for the 2nd Quarter newsletter
 - Planning to highlight the annual meeting
 - Encouraging attendance and explaining what is needed to establish a quorum
 - List topics that will be addressed at the annual meeting
 - Show what the dues pay for
 - Post the Secretary/Communication Director Position

Treasurer: Melissa Brigden

- 2022 Proposed Operating Budget
 - Presented proposed budget
 - Went line by line over budgeted expenses
 - A few adjustments were made
 - Motion: Approve proposed budget with changes
 - Vote: All in favor, motion passes

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
February 14, 2022-Eaglewood Office

- Long Range Planning Committee
 - Contracting a consultant to perform a complete study of the neighborhood will help to prioritize future work that is needed to maintain the infrastructure
 - Motion: Contract with VEI to do a long range plan
 - Discussion: Board would like to review the contract before it is sent to VEI
 - Vote: All in favor, motion passes

Operations Manager: Nolan Heath

- Snow plowing
 - There are several areas of inefficiencies in the work being performed by Guaranteed Services
 - The Board would like a discovery meeting with the contractor
 - Nolan is responsible to oversee the contractor
 - It is inappropriate for the contractor to expect payment so quickly
 - The contract is net 30
 - Concerned how much more this contract is costing
 - Better control of the contract is needed
 - Unnecessary work needs to be avoided
 - Directing what needs to be done, scaling back
 - Working smarter not harder-plowing and clean up on garbage days needs to be avoided
 - How are complaints from residents addressed
 - Nolan mitigates concerns
 - When the contractor needs to come back to correct something this should be documented
 - Eaglewood should not be charged for contractor errors
 - If they didn't do a good job they should not be paid
- Lighting
 - Light pole damaged by the Guaranteed Services has been repaired
 - Repairing of lights on the trails will be deferred until the trails are passable
- Heat Trace
 - One heat trace has a temporary repair until permanent measures can be made in the summer
- Equipment
 - Would like to purchase some basic hand tools for lawn care, mailbox or signage replacements and for minor equipment maintenance and a metal detector for locating drains
 - Board approves purchasing these items not to exceed \$3000
 - Inventory will need to be updated including length of life
 - Purchasing of additional lawn mowers-tabled
- Aerial Photo
 - Would like to purchase a more current photo, laminated and framed for \$860
 - Discussion: The board would like to know if Aeromap of Alaska would supply a digital scan in addition to the photo, for use on the website
 - Motion: Approve the purchase of the aerial photo and digital scan for \$860
 - Vote: All in favor, motion passes

Office Manager: Kaye Carleton

- Collections Update
 - Briefed on accounts in collections; there are currently 8 accounts in collections with a combined total of \$39,505.69 due to the association
 - 1 remove from collections
 - 1 payment plan
 - 2 on hold
 - 4 late fees

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
February 14, 2022-Eaglewood Office

Unfinished Business:

- Management Agreement
 - The agreement was last updated and signed on 2/15/2021
 - The agreement states- thereafter for yearly periods unless this agreement is terminated
 - Motion: Let the agreement continue as is
 - Vote: All in favor, motion passes

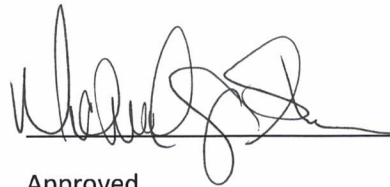
New Business:

- Purchase of Foreclosure Properties in Eaglewood
 - Motion: No board member or employee shall be allowed to purchase homes in Eaglewood at a foreclosure sale
 - Vote: All in favor, motion passes
- Robert's Rules of Order and Eaglewood Bylaws
 - Kayla presided over the last open meeting, following Robert's Rules of Order
 - Homeowners in attendance were very responsive and positive about the more formal approach
 - Bylaws Article V Section 6
 - Voting. A majority of members of the Board shall constitute a quorum for the transaction of business but no question shall be decided upon the vote of fewer than two of the members.
 - One member cannot make a decision for the entire board
 - A motion must be made, seconded and voted on
 - Motion: Follow Roberts Rules of Order and Eaglewood Bylaws in all decisions
 - Vote: Approved

Meeting adjourned at 7:54pm

 3/14/22

Leslie Donelow/Secretary
Signature/Date

 3/14/22

Approved
Signature/Date

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
March 14, 2022 – Joy Lutheran Church

Meeting called to order: by Michael Sherman at 6:00pm

Roll call of officers:

Present: Board members: Michael Sherman, Anna Tapps, Leslie Donelow and Melissa Brigden

Kayla Green arrived at 6:15

Office Manager: Kaye Carleton

Operations Manager: Nolan Heath

Eleven Homeowners were also in attendance.

Previous Meeting Minutes: February 14, 2022, Board of Directors' Meeting Minutes were approved.

Reports of Officers:

President: Michael Sherman

- 2021 Financial Audit
 - The letter of engagement with Foster and Company, LLC was signed

Design Committee: Anna Tapps

Judicial Council: Kayla Green

Secretary: Leslie Donelow

- Renamed the position to Secretary/Communications Chair
 - This better defines what the position entails
 - The description of the position will be in the newsletter
 - Leslie will not be seeking reelection
- Newsletter
 - The Communication Committee is finalizing the 2nd quarter newsletter
 - It will be 2 pages back to back, full of good information

Treasurer: Melissa Brigden

- Financial Report
 - The report was supplied to all in attendance
 - A new format has been developed supplying additional information
 - Receivables are trending down
 - Data from 2021 and 2022 was shown for comparison purposes
 - Current bank balance and reserves will be added to future reports

Operations Manager: Nolan Heath

- Snow plowing
 - Current board members, Taylor Sjostrand (previous board president) and the Operations Manager met with the contractor to discuss concerns with the performance and billing
 - The contract is being amended
 - Nolan is tasked with ordering the work to be done and monitoring for satisfaction
 - The contractor will need to supply better detail of the work performed
 - Residents continue to report inefficiencies on behalf of the job performance by Guaranteed Services
 - Others are satisfied with the effort
 - Safety must be a consideration

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
March 14, 2022 – Joy Lutheran Church

- Adhering to the budget also needs to be a factor when considering additional services
- A homeowner present was not satisfied with the response to his concerns of the road conditions
 - He felt the operations manager was not recognizing the importance of what he was reporting
 - The operations manager apologized if it came across that he wasn't listening
- Lights
 - There are currently 6 lights out on the trails that will be fixed after breakup
 - The J string is out-a contractor will be hired to assess the outage
- Asset Assessment and Long Range Plan
 - A consultant is under contract to perform an assessment of the common area assets
 - A plan will include recommendations for future capital improvements and maintenance actions
 - The Long Range Planning Committee will review drafts and provide feedback as the process continues
 - Final report is due in October
- Aerial Map
 - The board had previously approved the purchase of a current aerial photo of the subdivision
 - The approval was for \$860 and was to include a digital file
 - The supplier is now saying it would be \$1100 for a framed and laminated print and the digital file
 - Did not proceed

Office Manager: Kaye Carleton

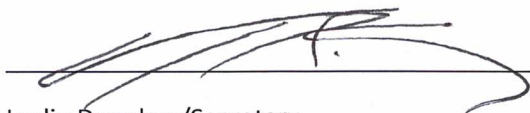
- Collections Update
 - Briefed on accounts in collections; there are currently 7 accounts in collections with a combined total of \$42,539.03 due to the association
 - 1 remove from collections
 - 1 payment plan
 - 2 on hold
 - 1 foreclosure sale was held-waiting on the courts to release the funds
 - 2 return to attorney

Unfinished Business:


New Business:

- Homeowner wanted to know if the Board would assist with a noise complaint
 - Stated her neighbor is being loud at night
 - Recommended she call APD
 - Reported APD referred her to the association
 - Board will look into it

Meeting adjourned at 6:41pm



Leslie Donelow/Secretary
Signature/Date

4/11/2022 

Approved
Signature/Date

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
April 11, 2022-Eaglewood Office

Meeting called to order: by Michael Sherman at 6:03pm

Roll call of officers:

Present: Board members: Michael Sherman, Kayla Green, and Melissa Brigden

Anna Tapps arrived at 6:15

Excused Absence: Leslie Donelow

Office Manager: Kaye Carleton

Operations Manager: Nolan Heath

Previous Meeting Minutes: March 14, 2022, Board of Directors' Meeting Minutes were approved.

Reports of Officers:

President: Michael Sherman

- Thanked everyone for attending. Reminded that the meeting starts at 6 and everyone should be on time.
- Kayla was curious how the time was changed
 - Review how decision was made

Design Committee: Anna Tapps

Judicial Council: Kayla Green

- Still no appeals
- Homeowners appear pleased

Secretary: Leslie Donelow

- Discussion on the separation of Facebook pages and Board members commenting. The Board prefers to keep the postings to just the Eaglewood HOA Community in a more formal manner. This avoids the possibility of contentious responses.

Treasurer: Melissa Brigden

- Financial Report
- Account balances were reviewed
 - There is currently \$169,000 more in the operating account than in 2021.
 - Move \$150,000 to Edward Jones to be put in CD's and bonds
 - LRPC will create a new 5 year plan and budget
 - Snowplowing is the greatest operating expense

Operations Manager: Nolan Heath

- Snow plowing
 - Still under contract for one more year
 - Time to start soliciting for future years
 - Tighter reins need to be used with current contractor
 - Noted changes need to be made
 - Put markers up to help establish street center
 - Had the snow blown back too soon-change method
 - Make sure first plow is all the way to the edge
 - Plow circle with truck
 - Allow for more snow pack
 - Do not scrap so soon

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
April 11, 2022-Eaglewood Office

- Light Strings
 - Waiting for breakup to change 9 lights that are out
 - Received an estimate for the string that is out and to bury the temporary cable
- Summer Maintenance
 - Wintergreen submitted a 3 year contract for mowing and trimming the common areas
 - This would not include the other tasks the Eaglewood crew performs
 - Prefer to have a crew of youth

Office Manager: Kaye Carleton

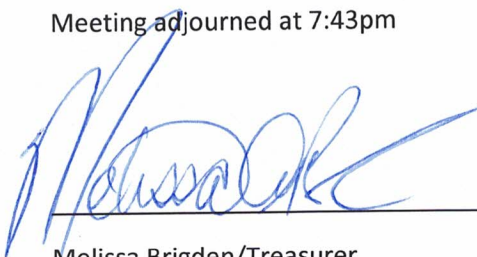
- Collections Update
 - Briefed on accounts in collections; there are currently 10 accounts in collections with a combined total of \$48,925.97 due to the association
 - 6 demands sent
 - 3 on hold
 - 1 foreclosure sale was held-waiting on the courts to release the funds

Unfinished Business:


New Business:

- Dues Increase
 - Prices for everything is going up
 - Starting the conversation to lessen the blow
 - Show homeowners what the dues cover
 - Let them know measures are being made to prevent an increase
 - The budget is being watched closely
 - An increase will be avoided until necessary
- Annual Meeting
 - Distribute signs throughout the neighborhood
 - Put on Facebook that a table will be available for attendees to place business cards on
 - Network with your neighbor
 - Supply water
- Same sick leave for the Office Manager as the Operation's Manager was approved

Meeting adjourned at 7:43pm



Melissa Brigden/Treasurer
Signature/Date 6/13/22



Approved
Signature/Date



Agenda

- ▣ **Call to Order**
 - ▣ **Roll Call of Officers**
 - ▣ **Proof of Notice of Meeting**
 - ▣ **Introductions**
 - ▣ **Reports of Officers**
 - ▣ **New Business-Election of Officer**
 - ▣ **Homeowner Questions**
 - ▣ **Adjournment**
-



Eaglewood Homeowners' Association

WELCOME

Annual Homeowners' Meeting



Welcome from your Presiding Officer:

We appreciate and encourage Home Owners taking time to participate in your Association. In order to conduct business in an efficient fashion and allow all to be heard we request that you confine your comments to periods noted on the Agenda and please wait for the President to recognize you. We are required to use parliamentary procedure under Robert's Rules of Order. That way all can be heard fairly. Any unofficial recording of this meeting requires consent of all those members participating.

► Thank you for attending.



Our Mission

- **Maintain and enhance the value of all properties within the Eaglewood Homeowners' Association.**



Our Vision

- **Eaglewood Subdivision** as a highly desired neighborhood to live in where residents are empowered to have a fulfilling quality of life.



Our Guiding Principles

- **Integrity**-doing the right things at all times for all residents
- **Accountability**-delivering the mission while upholding the PC&R's and Bylaws
- **Transparency**-open processes and communication regarding the actions and operations of the Board, Committees and Staff
- **Inclusiveness**-every reasonable effort will be made to ensure that homeowners have access and input into decision making
- **Fairness and Consistency**-treat residents with equal compassion and consideration-through fair, just and equitable administration
- **Efficiency**-through best practices and wise stewardship we will obtain best value in all actions and decisions

Roll Call of Officers

Michael Sherman President

Melissa Brigden Treasurer

Excused Absence

Kayla Green Vice President Judicial

Anna Tapps Vice President Design

Excused Absence

**Leslie Donelow Secretary/
Communication Chair**



Eaglewood Staff

Kaye Carleton – Office Manager

Nolan Heath – Operations Manager



Roy Briley Management Team

Roy Briley-Owner

Jocelyn Lopez-General Manager

Jason Sarate-Controller

Alex Lopez-AP/AR Finance

Calvin Miller-Property Manager

Denise Hernandez-Property Manager



Proof of Notice of Meeting

Meeting Notice, and Proxy
mailed to all members
week of April 4th



President



Michael Sherman

Term-3 years expires May 2024

Committees

Audit

Design

Judicial

Communication

Long Range Planning

*Any special committee can be designated
by the Board



021 Financial Audit

Foster and Company, LLC

**Expected completion
by June 15th**



Mill Rate/Tax Rate

▣ Eaglewood

Mill rate 16.15

Dues \$900.00/YR

▣ Majority of Eagle River

Mill rate 17.69

▣ Let's break it down...



Eaglewood Tax Comparison

$16.15 \div 1000 \times \text{Assessed Value}$

$16.15 \div 1000 \times (AV) \$350,000 = \$5652$

$17.69 = \$6191$

$17.79 = \$6226$ Driftwood Bay

Exemptions/Deductions in Tax

Residential

Veteran

Senior Citizen



Treasurer



Melissa Brigden

Term-2 years expires 2023

Capital Improvements

	Lighting	Drainage	Roads	Trails	Mailboxes
2013	89,181		362,290		
2014	84,454	195,416	273,420	13,535	
2015	151,222	129,410		104,393	18,224
2016	4,159	13,703	284,113	83,952	57,162
2017	46,933	102,700	29,640	268,420	48,626
2018	70,860	4,500	12,730	379,070	
2019	101,220	3,100		259,307	
2020	66,945		206,325	107,900	
8 Year Total	614,974	448,829	1,168,518	1,216,577	124,012


Year	Capital Expenditures
2011	\$43,544
2012	\$75,000
Dues increase of 66%	\$225 a quarter
2013	\$451,471
2014	\$566,825
2015	\$403,249



Year	Capital Expenditures
2016	\$443,089
2017	\$496,319
2018	\$467,160
2019	\$363,627
2020	\$381,170

2013-2020

**Capital Improvements
Total Expenditures**

 **\$3,572,910**



Operating Budget Comparison

	2016 Actuals	2017 Actuals	2018 Actuals	2019 Actuals	2020 Actuals	2021 Actuals
Income	945,072	960,172	897,299	920,562	911,597	888,825
Expenses	468,855	513,100	454,054	425,241	500,564	554,633
Net Income	476,217	513,100	443,245	495,241	411,034	332,192
Less Accounts Receivable	-36,747	-25,137	-40,257	-27,315	-55,593	-44,950
Cash Generated from Dues	439,470	487,963	402,987	467,926	355,08	287,242



2022 Budget Summary

Income-Dues	834,300
Total Expenses	563,203
Net Income	271,097
Less Accounts Receivable	21,000
Cash Generated from Dues	\$250,097

Account Balances

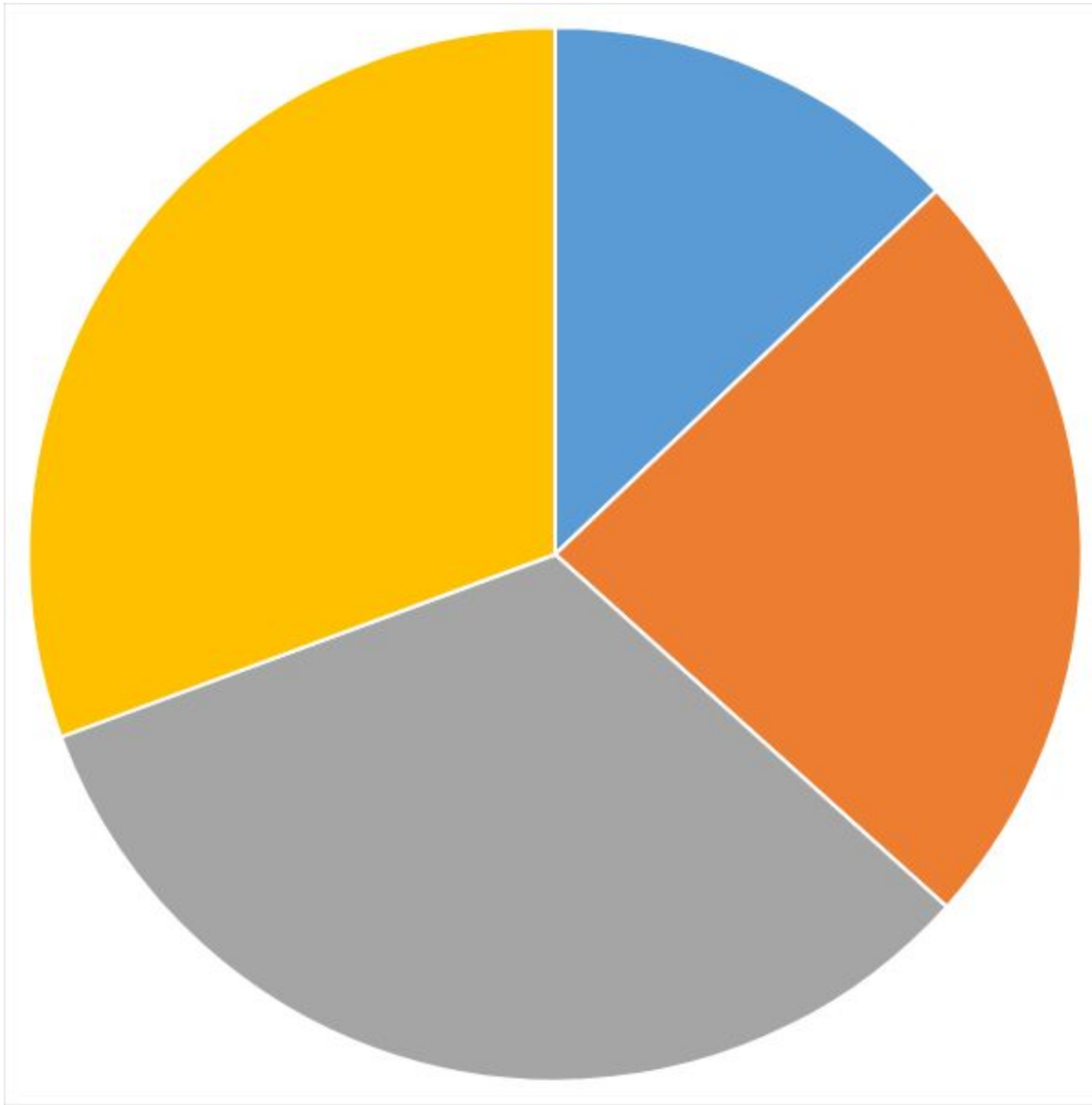
Money Market	994,256
Bonds/CD's	16,181
Bank Account	238,844
Total of Accounts	\$1,249,281



What are dues used for?

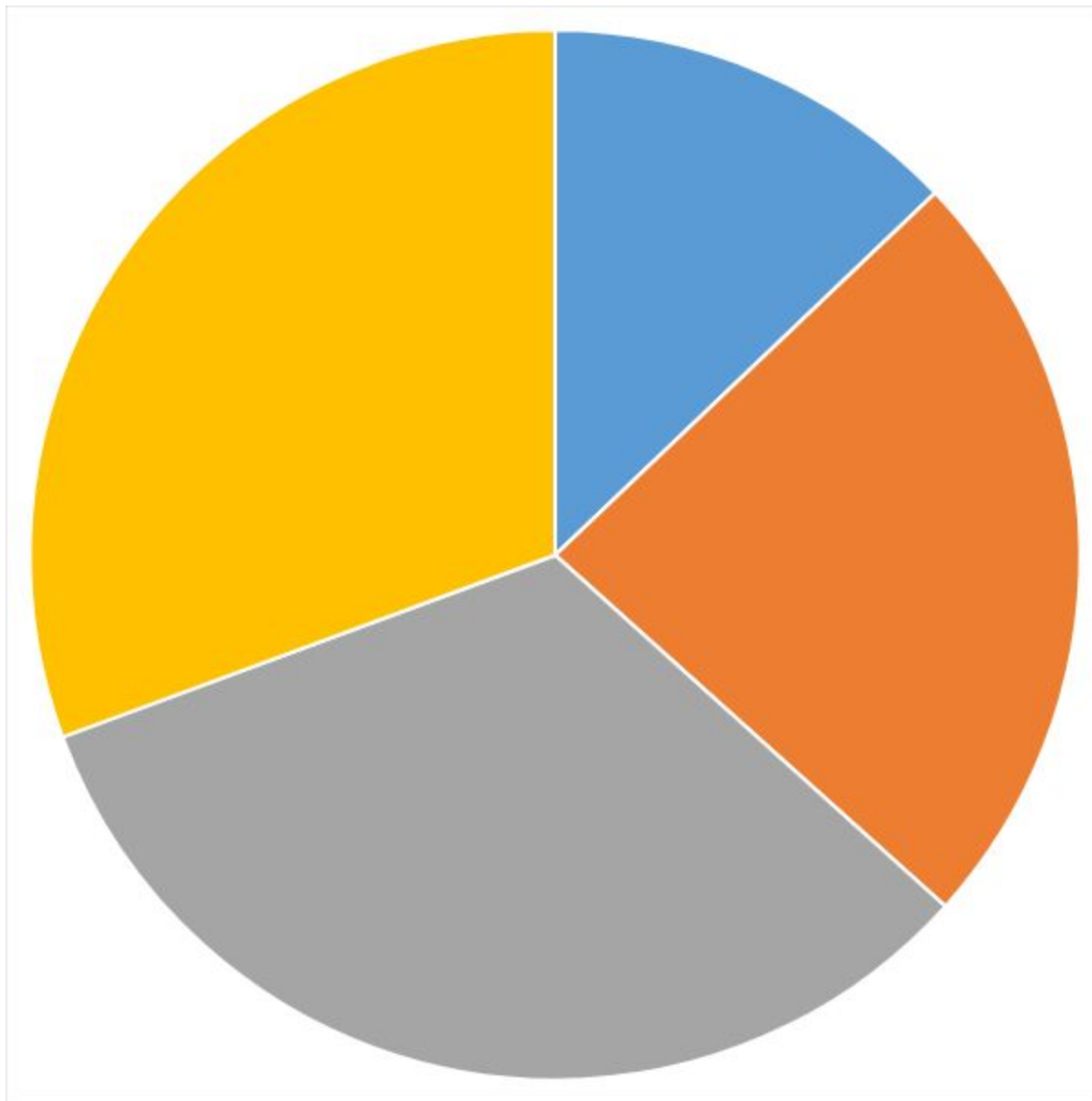


Administrative Costs



Fiscal
Management
Insurance
Bank Fees
Donation
Audit/Tax Prep
Legal Fees
Collection Fees

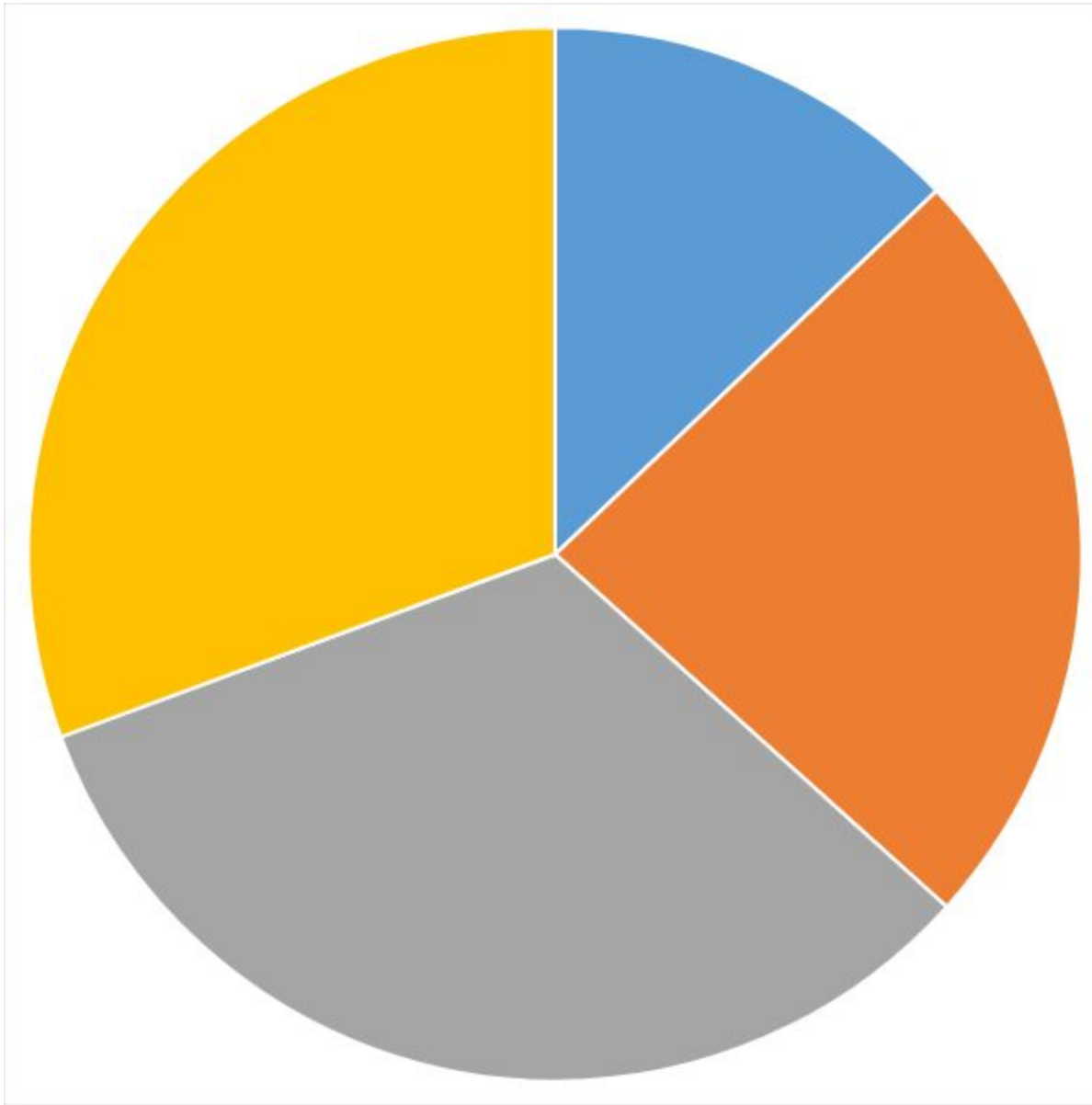




General
Security Patrol
Maintenance and Roads
Maintenance of Safety Supplies



HOA Management



Payroll

Workman's
Comp

Supplies

Postage

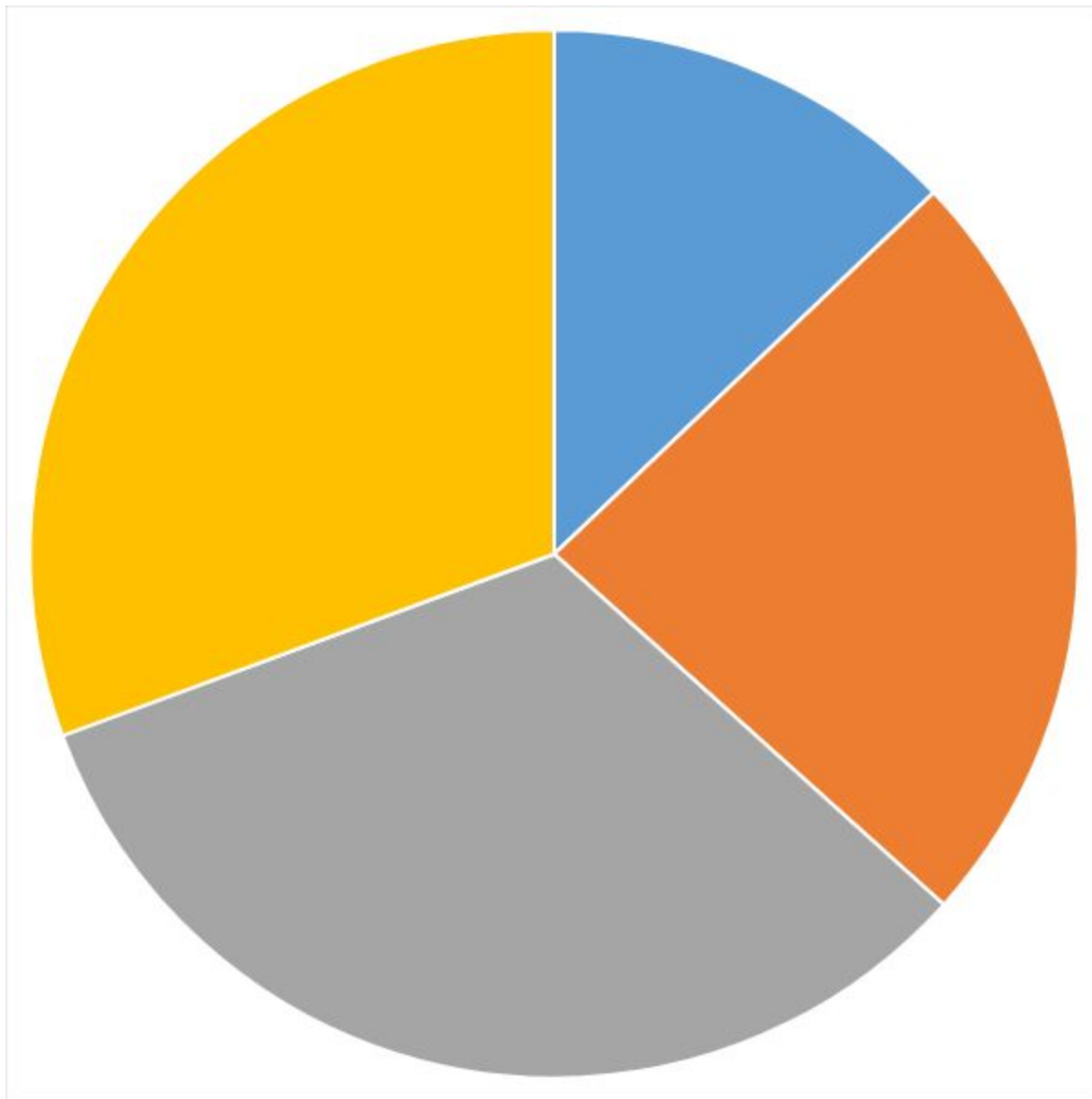
Mileage

Office Rent

Telephone

Internet





**Winter
Maintenance**



Dues

When will we have another increase?

2013 – Raised 66% No increase since

Conservative Inflation

@1.5% X 9 years = 13.5% deficit

Inflation is gaining ground



Secretary/ Communication Chair



Leslie Donelow

Term - 1 year expires 2022

Communication Committee

**Quarterly Newsletter
Website**

Facebook

Communication Committee

Goals:

- Consider methods of communication to reach differing generations of the residents
 - Establish better avenues for renters to get information from the HOA
 - Consider constant contact emails as another way to communicate with residents/renters
 - Continue the quarterly newsletter and expand content so its relevant and helpful to homeowners
 - Consider creating an HOA Instagram account
 - Review the Welcome Packets distributed to new homeowners for opportunities to improve content
-



Website <https://www.eaglewoodassn.com/>

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[Documents](#)

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A HOME FOR OUR FAMILIES TO GROW

EAGLEWOOD HOMEOWNERS ASSOCIATION

EAGLE RIVER, ALASKA



Website Goals:

- Maintenance and constant upkeep of the website is important to communicate with our residents, community, and potential buyers researching the area
- Create electronic forms that can be filled out and submitted online for design requests



Facebook Eaglewood HOA Community

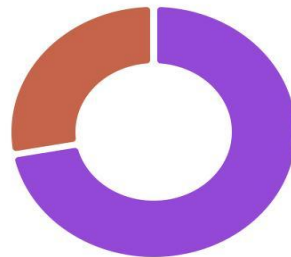
Help spread the word about the official HOA Facebook page!

Facebook Page Likes ⓘ

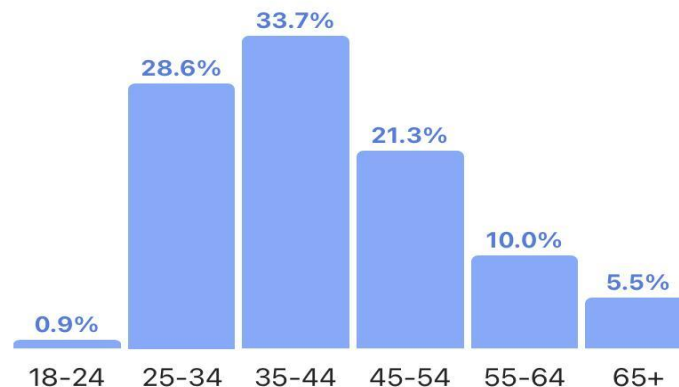
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Age & Gender ⓘ

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● Women 72%
● Men 27%



VP Judicial



Kayla Green

Term - 3 years expires 2024

Judicial Committee Charter

- The Eaglewood Judicial Council, which shall hear and decide appeals from decisions of the Board on all matters specifically provided for in the Declaration and shall perform such other functions as the Board, in its discretion, may determine.
- All appeals shall be determined by a body to be known as the "Eaglewood Judicial Council" in accordance with such rules and procedures as such Council may adopt from time to time.



Judicial Committee Charter

- The Eaglewood Judicial Council shall consist of not less than three (3) nor more than five (5) residents of Eaglewood who shall be appointed by the Directors to adjudicate appeals.
- The decision of the Council shall be binding on the person upon whom the Special Assessment or penalty is imposed to the extent permitted by Alaska law.



VP Design



Anna Tapps

2 years expires 2023

Design Committee Charter

- The Committee Chair shall be the Board member designated as Vice President of Design.
- The Committee shall consist of at least 3 members including the Chair.
- A quorum shall consist of at least 2 members including the Chair or designee.



Design Committee Charter

- The Committee shall hold monthly meetings.
- The Committee will act only on those matters according to the PC&R's and the Design Committee Rules.
- The Committee will review for assessment the violations of Design Committee Rules found by the inspection process.



Design Committee Charter

- The Committee will review for approval all applications for modifications of Private Areas as established by the PC&R's in V.VII Building Development for compliance with the promulgated Rules and Regulations.
- The Committee will operate on high ethical and owner service standards.



Design Committee Charter

- The Committee will draft for Board consideration changes to and additions or deletions to the Design Committee Rules and changes to the inspection process.
 - The Mission Statement of the Board of Directors is incorporated here by reference and it will be a duty of all Committee members to abide by and aspire to the Mission, Vision, and Guiding Principles therein.
-



Design Committee Process

- Help to maintain the aesthetics and values of all private areas
- Designed to provide maximum time to correct violations
- Benefits all owners equally



Assessments

	Assessed 2022	Collected 2022	Assessed 2021	Collected 2021	Assessed 2020	Collected 2020
January	\$ 250	\$ 400	\$ 750	\$ 2,340	\$ 1,850	\$ 2,453
February	\$ 100	\$ 100	\$ 800	\$ 2,800	\$ 1,250	\$ 1,824
March	\$ 400	\$ 125	\$ 400	\$ 3,098	\$ 1,900	\$ 1,341
April	\$ 300	\$ 900	\$ 350	\$ 2,500	\$ 1,150	\$ 807
May			\$ 400	\$ 575	\$ 3,600	\$ 2,715
June			\$ 550	\$ 625	\$ 4,050	\$ 4,705
July			\$ 450	\$ 400	\$ 4,750	\$ 2,900
August			\$ 1,050	\$ 1,500	\$ 5,300	\$ 3,220
September			\$ 850	\$ 375	\$ 4,750	\$ 2,552
October			\$ 1,350	\$ 850	\$ 5,100	\$ 4,085
November			\$ 150	\$ 525	\$ 3,200	\$ 5,499
December			\$ 100	\$ 1,760	\$ 3,100	\$ 4,627
Totals	\$ 1,050	\$ 1,525	\$ 7,200	\$ 17,348	\$ 40,000	\$ 38,779



Office Manager



Kaye Carleton

Hired January 2014



Eaglewood Office
Hours 9-3 Monday through Friday

Collections Update

File Number	Balance	Status
209	\$8,960.92	Sale Pending
163	\$2,688.44	Payment Plan
70	\$32,201.63	Foreclosure Sale
74	\$717.13	Demand Sent
57	\$1328.03	Demand Sent
43	\$912.80	Demand Sent
12	\$222.86	On Hold



Operations Manager



Nolan Heath

Hired July 2021

Capital Improvements



Long Range Planning Committee

- Analyze data and make recommendations to the board concerning the long range costs.
- If a change in the dues structure is necessary, the committee will make recommendations to that effect to the board.

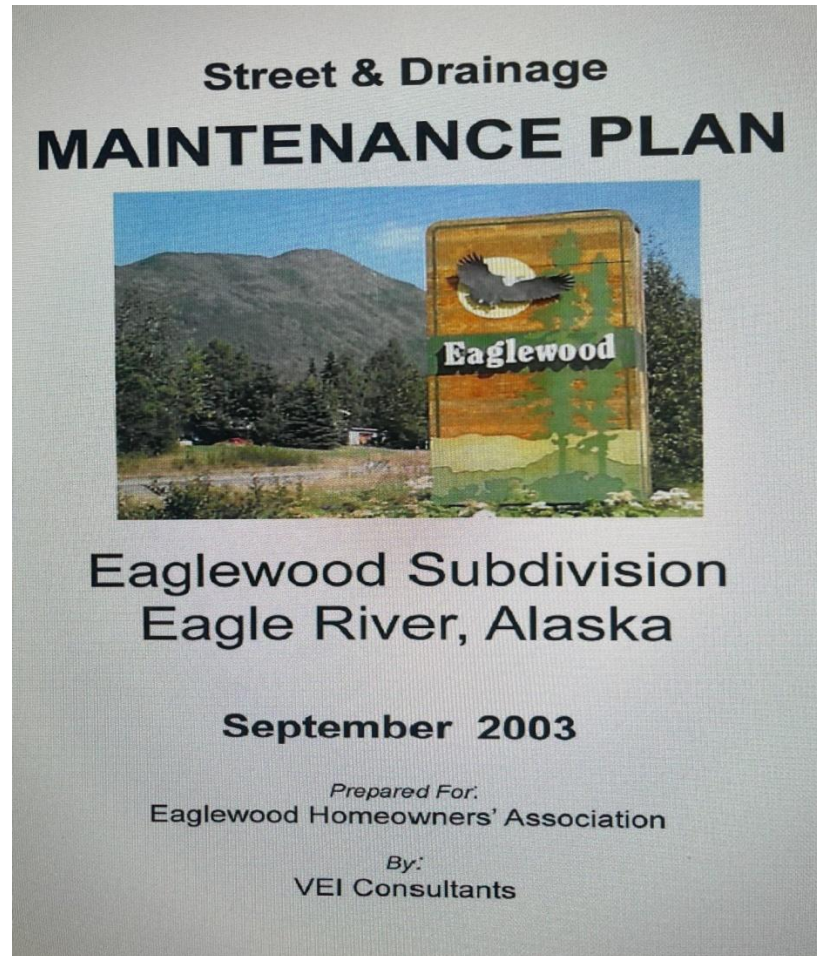


Charter of the Long Range Planning Committee

- Purpose: Provide a comprehensive plan for improvement, replacement, and maintenance of the infrastructure and grounds.
 - LRPC will develop five, ten, and fifteen year plans that will comprehensively address roads, lighting, drainage, safety matters, lawn care, and other matters as directed by the board or recommended by the committee.
-



Asset Assessment



The Assessment plan will include the following sections:

- Existing Condition Survey of the streets, pathways, drainage structures, Traffic Safety, and lighting
 - Improvement recommendations for both maintenance and capital improvements
 - Supporting documentation like field data, pictures, charts, tables, cost estimates, etc.
-



Snowplowing





Street Light Poles



Drainage



Spring Raking Crew NOW HIRING



Summer Crew

- Now Hiring for Spring Raking Crew
- See Kaye for an employment packet
- Possibility to extend into Summer Crew





New Business

Election of Board Member for 1 year term

- Proxies have been tallied
- Has quorum been established?
- Nominations from the floor
- One vote per property
- Ballots will be collected



QUESTION AND ANSWER PERIOD



Thank you for attending

Stand by for Election Results.....





www.eaglewoodassn.com



EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
June 13, 2022-Eaglewood Office

Meeting called to order: by Michael Sherman at 6:00pm

Roll call of officers:

Present: Board members: Michael Sherman, Anna Tapps, and Melissa Brigden

Anna Tapps arrived at 6:00

Excused Absence: Kayla Green and Steven Cook

Office Manager: Kaye Carleton

Operations Manager: Nolan Heath

Previous Meeting Minutes: April 11, 2022, Board of Directors' Meeting Minutes and May 16, 2022 Official Action were approved.

Reports of Officers:

President: Michael Sherman

- Thanked everyone for attending.
- Is concerned about vehicles speeding in the neighborhood
 - Post on Facebook-asking people to please slow down
 - Nolan suggested additional speed bumps
 - Michael does not feel they are effective enough unless you are driving a low clearance vehicle
- Bears are active in Eaglewood
 - Post on Facebook reminding people that bird feeders need to be taken down

Design Committee: Anna Tapps

Judicial Council: Kayla Green

- Extended Grace Period for Appealing Assessments PC&R's Article VII.III (*Adopted February 9, 2015*)

All appeals will be referred to the Judicial Council if received within 14 calendar days of receipt the assessment letter by the property owner, based on delivery confirmation tracking. Any appeals received beyond the extended 14 day grace period will be referred to the Board.

- Kaye had suggested this Rule be amended
 - Briley doesn't offer delivery confirmation tracking as they mail first class
 - Michael feels they should mail certified so people have to sign for letter
 - Discussion: Michael wants to know if Briley would mail certified. There haven't been any issues, since 2016 so why change. It would just be an added expense. Tabled.

Secretary/Communication Director: Steven Cook

Treasurer: Melissa Brigden

- Financial Report
- Account balances were reviewed
 - Long Range investing has been initiated
 - Staggering maturity dates to facilitate long range plans
- Accounts receivable are up from last year mainly due to waiting on payment from a foreclosure sale

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
June 13, 2022-Eaglewood Office

Operations Manager: Nolan Heath

- Snow plowing
 - Meeting with the contractor to review contract changes
 - Compiled a detailed list of items for discussion
 - Michael will be attending
 - Anna feels it is important to start looking for another contractor
- Light Strings
 - Trail Lights have been fixed
 - Cable has been buried
 - Still more work to be completed on the B string
 - Have begun renumbering the light poles
- Asset Assessment and Long Range Plan
 - Comments were provided to VEI on the drainage submission
 - They will assess the trails and streets next
- Summer Maintenance
 - Spring Clean-up has been completed
 - Streets have been swept
 - The cost was higher due to the excessive amount of material that was put down
 - Fertilizer
 - None has been put down the crew will fertilize in the fall
- Lack of water
 - Grass is very dry
 - Look into the cost of a watering company

Office Manager: Kaye Carleton

- Collections Update
 - Briefed on accounts in collections; there are currently 6 accounts in collections with a combined total of \$45,737.85 due to the association
 - 3 return to attorney
 - 2 on hold
 - 1 foreclosure sale was held-waiting on the courts to release the funds

Unfinished Business:

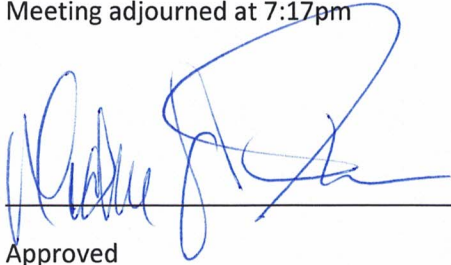
New Business:

- Post on Facebook
 - Proper lawn maintenance is required
- Lemonade Stand
 - Homeowner complained about the excessive noise
 - Do not believe it is a nuisance
- Guardian Security
 - Reports are not showing many vehicles parking off driveway
 - Kaye is in communication with the supervisor
- Article V.VII.J
 - A homeowner complained about their neighbor having parties
 - It was suggested they contact APD as has been the process in the past
 - Homeowner cited Article V.VII.J Nuisances
 - The Board would require evidence such as video proof before becoming involved


EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
June 13, 2022-Eaglewood Office

- Fence Needs Repair and Stain
 - A homeowner is not paying assessments and late fee for the fence not being repaired or stained
 - Inform them one of the assessments and late fee will be removed if the fence is repaired and has even color
 - Work must be completed in one month

Meeting adjourned at 7:17pm

 8/8/2022

Approved
Signature/Date

 8/8/2022

Steven Cook/Secretary/Communication Director
Signature/Date

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
August 8, 2022-Eaglewood Office

Meeting called to order: by Michael Sherman at 6:00pm

Roll call of officers:

Present: Board members: Michael Sherman, Anna Tapps, Kayla Green and Steven Cook

Anna Tapps arrived at 6:00

Excused Absence: Melissa Brigden

Office Manager: Kaye Carleton

Operations Manager: Nolan Heath

Previous Meeting Minutes: June 13, 2022, Board of Directors' Meeting Minutes were approved. There was no meeting held in July.

Reports of Officers:

President: Michael Sherman

- Guaranteed Service Contract
 - Waiting on Wayne for updated numbers which were requested at a recent meeting
 - Nolan and Anna met with the owner Wayne Devore to discuss changes to the contract
 - They discussed what areas he is accountable for
 - Nolan has since driven the neighborhood with Wayne to determine what equipment should be used in those areas
 - Nolan is to be advised of what equipment they will be using each event
 - Nolan will track the equipment used and length of use
 - Fuel surcharge was discussed
 - No method of implementation was finalized
 - Each event the lead driver will report to Nolan what equipment will be used versus previous flat rate
 - Effort to avoid being charged for overages
 - Tracking was not properly executed
 - Nolan will determine if a second pass is needed on events
 - Wayne will be more involved, explaining what needs to be done
 - Will devise a systematic route utilizing iPad for tracking
 - Sanding locations were reiterated
 - Pea gravel with salt is the preferred product
 - Blowing snow into private property beyond the snow storage easement must be avoided
 - Pedestrian access to trail and sidewalks cannot be blocked with snow
 - Clearing berms to avoid blind spots is critical
 - Nolan will place markers on road edges and drains
 - Quiet hours after 10pm if possible, starting at 5am to avoid congestion for commuters
 - Contractor skipped areas and overcharged the association
 - Contractor needs to be closely monitored
 - Currently there is a feeling that Eaglewood was taken advantage of
 - Efficiencies need to be adhered to

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
August 8, 2022-Eaglewood Office

- Additional Bids for snow removal
 - No other bids were solicited
 - There was discussion on seeking additional bids at the June 13th Board of Directors meeting

Design Committee: Anna Tapps

- HOA ground crews work vs standards and enforcement
 - The crews work has not been up to the standards of the association
 - Areas have been destroyed due to misuse of the machinery
 - Nolan reported the riding lawn mower is being used less
 - Grass is not blown at the time of mowing, in some cases not until the next day
 - Standards for the common areas need to set the example of the expectations for the homeowner
 - Crew needs proper supervision and guidance
 - Grace was given to homeowners by the Design Committee
- Contracts for Office and Operations Managers
 - The Office Manager does not have a contract
 - There needs to be balances between the positions
 - Melissa had taken Nolan's contract and made a few changes
 - The main change was that leave cannot be carried over
 - Kayla feels it should be reviewed by an employment attorney
 - She will look into a few names
 - Motion: Kayla will contact an attorney to write contracts and provide updates to the Board
 - Vote: All in favor

Judicial Council: Kayla Green

- The council will be meeting this month
 - There is currently one appeal
 - This will be emailed to Kayla

Secretary/Communication Chair: Steven Cook

- Design Committee forms have been converted to fillable PDF's
- Steve will begin to work on the Website
 - Forms will be added and some problems corrected
 - Links will be tested
- Facebook messaging
 - Residents sometimes send messages to the Facebook page
 - Anna has been answering them in Steve's absence
 - Steve will take over this function
 - Sending out a group message so Board is aware
 - Come to consensus and report back
 - If necessary Nolan and Kaye will be requested to assist with responses
 - Newsletter
 - Meeting with committee this week
 - Establishing timeline
 - Kayla will submit an article from the Judicial Council

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
August 8, 2022-Eaglewood Office

Treasurer: Melissa Brigden-Anna by proxy

- Reseeding the area on Montague Drive
 - Additional expense to the \$16,600 spent for a project that was never finished
 - Contractor was paid in full for uncompleted work
 - Lack of effort to get the project completed
 - Summer crew could have been utilized to get the topsoil and grass planted
 - Rather than seeking bids from other contractors
- Effort should have been exercised to assist a homeowner with a limb that was down into common area
 - A friend resorted to soliciting aid on Facebook
 - Didn't look good for Eaglewood
- General quality of summer maintenance
 - Work needs to be checked
 - Branches hanging over onto trails
 - Nolan said everyone has a different opinion on how far branches should hang
 - Weeds in cracks in sidewalks
 - Association responsibility
 - The inspection process cites homeowners for grass and weeds in cracks in driveway
 - Kayla feels the driveway needs to be replaced if there are grass and weeds growing in cracks
 - Many are in the crack before the garage
 - Weed whacking can correct this
- Guardian Security
 - Many cars are still parking on the grass
 - Kaye will discuss this with a supervisor Tuesday
 - A meeting was scheduled to discuss a contested invoice
 - Citing lack of service and too many empty reports
- Damage caused by Guaranteed Services
 - They did repair the damage
 - Nolan has been doing additional repairs to the areas they damaged or was damaged due the roads being so narrow from plowing
- Nolan's response to homeowners requests
 - A resident complained through messenger that an email she sent several months ago was not responded to, after she had been instructed to email him
 - Nolan stated he was told not to contact homeowners when he was hired
 - That was in reference to the inspection process
 - If the problem is due to the maintenance of the common area he needs to respond and report to the board
- Nolan needs to be out in the neighborhood observing and addressing issues

Operations Manager: Nolan Heath

- Wall on Montague Drive
 - Options to complete the project were presented
 - The recommendation is to have Guaranteed Services place top soil
 - Contact local company to put down hydro-seed
 - If sprayed now there will be adequate time to establish grass
- Road Edge Repairs
 - Damage to road edges has been completed
 - Some areas will need a more permanent solution

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
August 8, 2022-Eaglewood Office

- Light Strings
 - Renumbering of the light poles has been completed
 - Poles B68 and A34 have been repaired
- Heat Trace
 - Estimate received to repair heat trace
- Asset Assessment and Long Range Plan
 - Comments were provided to VEI on the trail submission
 - They are currently working on the traffic submission
- Summer Maintenance
 - School will begin on August 18th
 - Retaining some of the crew to work after school
 - Will begin fertilizing after the next mowing is completed
 - Wintergreen is available to do the mowing if the summer crew is not
- Drain Covers
 - There are several drain covers that are damaged
 - Will budget for the replacement next year
 - If it is a safety issue it should be corrected now

Office Manager: Kaye Carleton

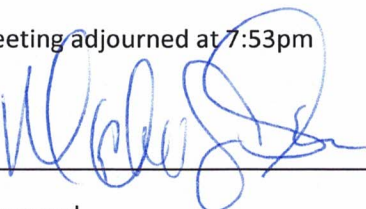
- Financial Report given
 - Receivables are trending down
- Collections Update
 - Briefed on accounts in collections; there are currently 5 accounts in collections with a combined total of \$13,926.12 due to the association
 - 2 Notify lender
 - 2 On hold

Unfinished Business:

New Business:

- Post on Facebook
 - Consider "Garden of the Week" for next summer
- Signs at Entrances
 - Consider installing a less abrupt sign
- Signage at Sheyma Drive and Samalga Circle
 - A homeowner has requested a stop sign or yield sign at those intersections
 - It is a busy area with the trail to Ravenwood Elementary
 - Motion: Put up two stop signs
 - Vote: All in favor

Meeting adjourned at 7:53pm



Approved
Signature/Date

9/12/2022

 9/22/2022

Steven Cook/Secretary/Communication Chair
Signature/Date

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
August 30, 2022-Eaglewood Office

Meeting called to order: by Michael Sherman at 6:29 pm

Roll call of officers:

Present: Board members: Michael Sherman, Anna Tapps, Melissa Brigden and Steven Cook

Excused Absence: Kayla Green

Office Manager: Kaye Carleton

Operations Manager: Vacant

Unfinished Business:

- Kaye updated on the status of 9656 Etolin Circle

New Business:

- Kayla posted on Facebook announcing the resignation of the Operations Manager
 - This is a breach of the PC&R's and Code of Ethics
 - She was recusing herself from decisions of the Board
 - Wasn't following through on tasks
 - Will request she resign
 - Motion : Michael will write a letter to be sent certified mail
 - Discussion: Add to new business for the September 12th Board of Directors meeting, holding a discussion in the open. Steve will script motion, following intent do carry out procedure correctly. Open for discussion following Robert's Rules of Order. May only speak once, time limit can be set.
 - Vote : All in favor
 - Board is working to get things accomplished
- Exclude Kaye from text messages on weekends and evenings
 - She is not on the clock during those times
- Job Description
 - Melissa has the job description she provided for the last posting
 - There are a few areas to fill in she will send it to Kaye for review
- Contracts
 - Michael is meeting with an attorney with Carlson Law Group to review proposed contracts
- Job Posting
 - Motion: Move to post the job description for the position of Operation's Manager
 - Vote: All in favor
 - Job Description will be posted on Facebook and Indeed
- Guaranteed Services
 - A contract was signed on August 19th
 - Discussion: Roy Briley suggested McKenna be contacted. Maybe damaging if Wayne thinks another contactor is being looked at. Best interest of homeowners has to be considered. Wayne has said he will be more involved this snow season.
- Keys
 - Purchase a lockbox so there is better control of keys at the sheds
 - The spare office set needs to be returned so other Board members can obtain after hour access for the purpose of meetings

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
August 30, 2022-Eaglewood Office

- Mowing Concerns
 - Two board members and a spouse volunteered their time to assist the supervisor with mowing
 - Some areas have only been mowed a few times all summer
 - The crew is small and lack leadership training
 - Consider hiring Wintergreen to mow the subdivision twice in September
 - Motion: Task Kaye with soliciting two to three bids for mowing
 - Vote: All in favor

Meeting adjourned at 8:01pm

 9/12/2022

Approved
Signature/Date

 9/12/2022

Steven Cook/Secretary/Communication Director
Signature/Date

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
September 12, 2022-Joy Lutheran Church

Meeting called to order: by Michael Sherman at 6:01pm

Roll call of officers:

Present: Board members: Michael Sherman, Anna Tapps, Melissa Brigden and Steven Cook

Absence: Kayla Green

Office Manager: Kaye Carleton

Operations Manager: Vacant

There were also 21 homeowners in attendance.

Previous Meeting Minutes: August 8, 2022, and August 30, 2022 Board of Directors' Meeting Minutes were approved.

Reports of Officers:

President: Michael Sherman

- Operations Manager
 - Nolan Heath resigned his position of Operations Manager
 - The position has been posted on Indeed and Facebook

Design Committee: Anna Tapps

- Fall Inspections
 - Volunteers perform annual inspections of the neighborhood
 - Checking for:
 - Fences needing repair and/or stain
 - Houses needing repair and/or paint/stain
 - Driveways needing repair or replacement
 - The inspections are done in the fall to allow for adequate planning time for the homeowner
 - Compliance assures the homes in the neighborhood retain their value
 - Applications can be submitted through the winter
- Moss on roof
 - The inspector has been reporting a lot of roofs with moss on them
 - Notices have been sent out
 - Due to the excessive rain no assessments will be given
- Temporary Canopies
 - They can remain up until October 1st
- Private areas not maintained
 - Due to the excessive rain and a new inexperienced summer crew the committee has chosen to be more lenient on homeowners
- Road Edge Markers
 - They can be put up beginning October 1st

Judicial Council: Kayla Green-absent

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
September 12, 2022-Joy Lutheran Church

Secretary/Communication Chair: Steven Cook

- Website
 - Currently going through entire website reformatting documents, making corrections, changes, and updates
 - Please use the Let's Connect! area under the Contact tab to report;
 - Concerns with contractors hired by Eaglewood
 - This helps provide a paper trail that can be shared with the contractor
 - Concerns with common areas
 - Allows for better tracking
- Facebook
 - Postings are intended to be proactive by supplying information and friendly reminders
- Newsletter
 - Will be included in the 4th quarter statement

Treasurer: Melissa Brigden

- Financial Report given
 - Summary of accounts
 - The Edward Jones funds maturity dates are spread out to plan for future capital expenses
 - Met with VEI to discuss the assessment of the common areas in the association
 - Final report is due October 1st
 - They are evaluating the drainage, streets, trails, and lights

Operations Manager: Vacant

Office Manager: Kaye Carleton

- Collections Update
 - Briefed on accounts in collections; there are currently 5 accounts in collections with a combined total of \$13,761.12 due to the association
 - 2 Notify lender
 - 3 On hold
- Guardian Security
 - The inspections have improved
 - Requesting they extend one more month for two days a week
- Mowing
 - Wintergreen has been contracted to complete two mows in September
- Snowplowing
 - Located last year's bids
 - McKenna is more than double Guaranteed Services

Unfinished Business:

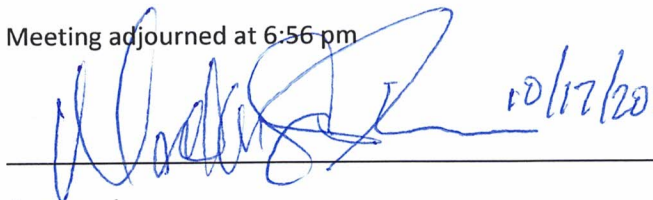
- Employee Contracts
 - Michael met with an attorney to discuss the contracts provided by Melissa
 - Alaska is an at will employment state
 - Suggested looking into a form on the state labor site-flex schedule
- Signs at entrances
 - The current signs alerting the fact the Eaglewood is an HOA are abrupt
 - HOA's were just starting at that time now they are quite common
 - Look into signage with a more positive welcoming

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
September 12, 2022-Joy Lutheran Church

New Business:

- VP Judicial
 - Motion: Remove Kayla Green from the VP of Judicial role on the Eaglewood Homeowners Association Board of Directors
 - Discussion: Over the past 2-3 weeks, after the resignation of the Operations Manager, Kayla has posted and replied multiple times to various Eaglewood Facebook groups. This is a direct violation of the Eaglewood Association Board of Directors Code of Conduct and Professional Ethics and the Social Media Policies and Procedures of the Board. Additionally, by agreement of the Board in multiple meetings, the need to remain impartial on public boards.
 - The violations are as follows:
 - Code of Conduct
 - Due Professional Care
 - Professional Courtesy
 - Confidentiality
 - Social Media Guidelines
 - Item III:
 - A. Meetings and committee announcements
 - B. Public service and safety
 - C. Reminders of regulations
 - Such postings are also in direct violation of the employment laws of the State of Alaska
 - Discussion: The posts are unacceptable and do not represent what transpired. The Board had discussed the guidelines for social media on numerous occasions. The HOA Community page is the Board voice. They do not respond to posts on other pages. Creating a unified front.
 - Vote: All in favor motion passed
 - Discussion: The board had to meet with the snow plow contractor because they did not feel the operations manager had the neighborhoods best interest in mind. They had an issue with having to spend so much volunteer time when he was hired to do a job. The Board has worked hard to bring a positive swing to the neighborhood Kayla's actions break down all the hard work. Due to her personal relationship with the operations manager she posted his resignation letter, this is a concern of violating business ethics. These types of posts are unprofessional and spin a negative feeling for those looking to purchase in Eaglewood. The various pages are confusing as they all have the same cover photo. Possibly getting a copyright on the entrance sign so only the HOA could use it.

Meeting adjourned at 6:56 pm



Approved
Signature/Date



Steven Cook/Secretary/Communication Chair
Signature/Date

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
October 17, 2022-Eaglewood Office

Meeting called to order: by Michael Sherman at 6:15pm

Roll call of officers:

Present: Board members: Michael Sherman, Anna Tapps, Melissa Brigden and Steven Cook

Office Manager: Kaye Carleton

Operations Manager: Stuart Reed

Previous Meeting Minutes: September 12, 2022, Board of Directors' Meeting Minutes were approved.

Reports of Officers:

President: Michael Sherman

- Welcomed all in attendance and thanked them for their participation
- VP Judicial
 - Motion: Appoint Shane to the position of VP Judicial
 - Vote: All in favor

Design Committee: Anna Tapps

- Expressed how important it is for the common areas to be maintained properly in all seasons
 - The neighborhood needs to look it's best so residents can be held to the same high standard

Judicial Council: Vacant

Secretary/Communication Chair: Steven Cook

- Website
 - Continuing to go through the entire website reformatting documents, and updating
 - Once completed the notices of violations will need to be updated
- Facebook
 - Next post will be introducing the new operations manager
- Social Media Procedures were reviewed
 - The Board only uses the Eaglewood HOA Community page
 - Steve posts as the voice of the Board
 - Operations and Office Managers can text responses to messages to Steve for posting
- Newsletter
 - Next newsletter will focus on the Board Members
 - Providing a bio of each of the members
 - Three terms will be ending in May

Treasurer: Melissa Brigden

- Financial Report given
 - Summary of accounts
 - There are higher balances due to the lack of Capital Improvements in the last two years
 - Next year will begin working on some of the recommendations from VEI's assessment
 - The lack of work in the neighborhood is showing and needs to be addressed

Operations Manager: Stuart Reed

- Reported for first day of work 10/17/22
 - Spent part of the day reviewing items on the computer
 - Has been up in the neighborhood and met with two boys from the summer crew

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
October 17, 2022-Eaglewood Office

- Plans to begin marking road edges and drains
- Summer Maintenance
 - Will need to be very hands on in the neighborhood
 - Eaglewood is often the first job for the summer crew
 - Good work ethics will need to be instilled
 - Leading by example and following up with them
- Snow Contractor
 - Need to be direct with him, staying on top and tracking time and equipment
 - Maintain with sound judgement while trying to foster a good relationship
 - Be very familiar with the existing contract

Office Manager: Kaye Carleton

- Collections Update
 - Briefed on accounts in collections; there are currently 6 accounts in collections with a combined total of \$6,504.38 due to the association
 - 2 Demands sent
 - 2 Demands sent to lender
 - 1 pay off requested
 - 1 On hold

Unfinished Business:

- Extended Grace Periods for Appealing Assessments
 - Motion: Amend Design Committee Rule
 - Discussion: Omitting "based on delivery confirmation tracking" as assessments are sent USPS from Roy Briley Association Management
 - Vote: All in favor
- Signs at entrances
 - A homeowner supplied options for rewording of the entrance sign
 - Motion: Use Option A.2 for new signs at the entrances to Eaglewood
 - OPTION A.2:
Welcome to Eaglewood Homeowners Association!

The Eaglewood HOA has been proudly serving our Residents since 1979. Our beautiful association spans approximately 250 acres and 925 homes. For more information on our membership and covenants please visit our website at <https://www.eaglewoodassn.com>

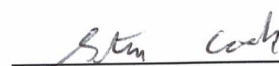
- Vote: All in favor
- Employee Contracts
 - Contracts for both the Operations and Office Managers were signed

New Business: none

Meeting adjourned at 7:28 pm

 14 Nov 22

Approved
Signature/Date

 11/14/2022

Steven Cook/Secretary/Communication Chair
Signature/Date

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
November 14, 2022-Joy Lutheran Church

Meeting called to order: by Anna Tapps at 6:00pm

Roll call of officers:

Present: Board members: Anna Tapps, Shane Calvert, Melissa Brigden and Steven Cook

Office Manager: Kaye Carleton

Operations Manager: Stuart Reed

Absent: Michael Sherman

11 Homeowners in attendance

Previous Meeting Minutes: October 17, 2022, Board of Directors' Meeting Minutes were approved.

Reports of Officers:

President: Michael Sherman-In his absence Anna Tapps presided

- Introduced Shane Calvert-VP Judicial
- Introduced Stuart Reed-Operations Manager

Design Committee: Anna Tapps

- Assessments
 - The approach to inspections has changed, focusing on being fair and realistic
 - Giving grace on a case by case basis
 - The amount of assessments is down resulting in less income being generated

Judicial Council: Shane Calvert

- No appeals at this time

Treasurer: Melissa Brigden

- Financial Report given
 - The Wells Fargo account balance is greater than needed to finish the year
 - Motion: Approve transferring \$150,000 to Edward Jones Money Market Account
 - Vote: All in favor
 - A Budget review was done
 - There is an excess amount in Summer Help and more expenses expected in Lighting Maintenance
 - Propose moving \$10,000 into Lighting Maintenance on the 2022 Approved Operating Budget
 - Discussion: All efforts are made to keep costs down
 - Motion: Approve amended 2022 Operating Budget as presented
 - Vote: All in favor
- 2023 Proposed Operating Budget was presented-tabled
 - The only income budgeted is Dues
 - Winter Maintenance is the biggest expense
 - Will be performing cost analysis to determine if additional equipment can be purchased

Secretary/Communication Chair: Steven Cook

- Facebook
 - Began weekly postings
 - Monday- Monday Musings-new items, events and announcements
 - Friday-Friday Follow-ups—updates on previous posts, reminders and answers to previous questions
- Website
 - Completing outline formatting of the PC&R's

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
November 14, 2022-Joy Lutheran Church

- Design Committee letters will reflect updates

Operations Manager: Stuart Reed

- Snow Plowing
 - Working with the contractor on billing practices
 - Please email any concerns so it can be tracked and shared with contractor
 - Sidewalks will not be done in entirety
 - This is additional from the monthly flat rate and needs to be watched closely to avoid overages
 - Striving for happy median of budget and what is good for the neighborhood
 - Homeowner concerns
 - Not clearing the main sidewalks is a safety concern for children walking to and from school-forcing them into the streets
 - And the many residents also walk the neighborhood
 - Previous Operations Managers were tasked with clearing the sidewalks
 - The equipment was sold as the sidewalks were added to the contract
- Lighting
 - Areas where safety is a concern will be lit with fixtures that have higher lumens
 - Other areas will use fixtures with lower lumens
 - The issue with the J string will need to be addressed in the spring as it will require digging
 - Homeowner Concerns
 - Lights on Montague Loop are out
 - Tunnels still have wires hanging down from lights
 - Light Pole Plates
 - Replacement plates have been fabricated and will be installed

Office Manager: Kaye Carleton

- Collections Update
 - Briefed on accounts in collections; there are currently 3 accounts in collections with a combined total of \$3,951.74 due to the association
 - 1 Demand sent
 - 1 Demand sent to lender
 - 1 On hold
 - 4 Removed from Collections

Unfinished Business:

- VEI Assessment
 - Completed
 - LRPC will review and refer projects to the Board for approval

New Business:

- Reviewing Association Records
 - There is a policy and a form to request viewing association records
- Damage to common area
 - Residents parking in swales causes damage
 - Several damaged areas have been identified
 - Board will need to determine course of action-tabled
- 2023 Meeting Schedule-tabled
- 2023 Dues Timeline-tabled

Meeting adjourned at 6:44 pm

Approved
Signature/Date

Steven Cook/Secretary/Communication Chair
Signature/Date

EAGLEWOOD ASSOCIATION, INC
BOARD OF DIRECTORS MEETING MINUTES
December 12, 2022-Eaglewood Office

Meeting called to order: by Michael Sherman at 6:04pm

Roll call of officers - Present: Board members: Michael Sherman, Anna Tapps, Steven Cook and Melissa Brigden

Shane Calvert-telephonically

Operations Manager: Stuart Reed

Office Manager: Kaye Carleton

Previous Meeting Minutes: November 14, 2022, Board of Directors' Meeting Minutes were approved.

Reports of Officers:

President: Michael Sherman

Design Committee: Anna Tapps

Judicial Council: Shane Calvert

Secretary/Communication Chair: Steven Cook

- Website
 - Completed outline formatting of the PC&R's
 - Posting with links should be completed before January
 - Homeowners have given positive feedback on the reformatting
 - Notices of violation have been updated
- Newsletter
 - In process will be sent to Briley on the 27th
- Facebook
 - Weekly postings
 - Well received
 - Most complaints are coming across through private messaging
 - This has proven successful in defusing situations
 - Homeowners are asking about the clearing of the fire hydrants
 - That is the responsibility of the homeowner
 - Stuart will identify where they are located and ask the contractor to avoid blowing them in

Treasurer: Melissa Brigden

- Financial Report given
 - The accounts receivable are the lowest we've seen
 - Attests to the changing tides in the community
- Edward Jones
 - \$150,000 was transferred to Edward Jones
 - These funds plus an additional \$50,000 were converted to 6 month CD's
- Long Range Planning Committee
 - The committee has asked the Operations Manager for bids on the following areas
 - Replacing the sidewalks on Babrof Drive, Squire Circle and S Mitkof Loop
 - Updating the lighting on Babrof Drive

Operations Manager: Stuart Reed

- Snow Blower/Tractor
 - This equipment would be used by the Operations Manager for the purpose of clearing sidewalks
 - Quotes were presented
 - Discussion: John Deere tractor has more capabilities, with additional attachments it could also be used in the summer. Craig Taylor is offering a trade in for the riding lawn mower. The Ariens Mammoth is more powerful but not as versatile. The Mahrindra E-Max is larger and the most versatile, but too wide. The width needs to be 28" to 36". A covered cab would protect the operator from the elements, typically it is warmer when

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it snows, and with proper gear a cover may not be necessary. A tractor could not be used often for summer maintenance due to the sloped terrain of the neighborhood. Was hoping to purchase from the 2022 budget. Had wanted information sooner. Sidewalk clearing is a safety concern may have to add to the 2023 budget. Machines would need to be ordered. Need more information to be comfortable making a big purchase like this. Check with previous Operations Manager to see what type of equipment was used.

- Propose: Renting a stand up blower with cab. Would be approximately \$1800 a month. Maintenance would be included in the lease agreement. This would be a way to test out different equipment. Purchasing equipment after more research is completed. Contact information was shared.
- Motion: Rent equipment to clear the sidewalks.
- Vote: All in favor

- **Lighting**

- Located a new contractor based on a vendor spreadsheet created by former Operations Manager
 - Previous contractor was not being responsive
- Tesla Electric fixed the G String
 - They are able to get the light fixtures for cheaper also
 - Was shown how to change a photocell
- Look into getting temporary power to the J String
 - Inquire tomorrow 12/13/22
 - Report back to Michael and Steven

- **Snow Plowing**

- Sanding was done on the 30th as the allotment for November was not utilized
 - Noted it was not seen at an intersection that had been identified as needing sand
 - Guaranteed Services typically uses too much sand
 - As documented in the contract
- Keeping notes on his phone
 - Needs to be compiled in a spreadsheet
 - Will be needed to compare to invoices
- Grader should not be scraping down to the surface
- Guaranteed Services showed up with one blade
 - Dismissed them
- Guaranteed services is not supplying enough equipment to the neighborhood
 - Believes it's a manpower issue
 - They need to have adequate equipment and employees to satisfy the contract
 - Meet in person, have contract in hand
 - State not satisfied with the equipment in the contract
 - Skid Steer causes too much damage
- Start the process for seeking bids for next year
 - Introduce yourself, shake hands
 - Research equipment and services
- Homeowner Concerns
 - Operations Manager reported he and the contractor were heading over to look at a concern
 - Many more texts exchanged
 - Requests from homeowner via email were forwarded
 - Homeowner received help from a neighbor to blow out the road
 - Did not look good for the Association or contractor on Facebook
 - Communication and follow through are key

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Office Manager: Kaye Carleton

- Collections Update
 - Briefed on accounts in collections; there are currently 4 accounts in collections with a combined total of \$3,434.35 due to the association
 - 1 Demand sent
 - 1 Demand sent to lender
 - 1 On hold
 - 1 Release lien

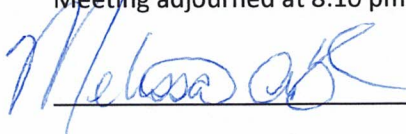
Unfinished Business:

- 2023 Budget
 - Budget was presented
 - Motion: Approve the 2023 Operating Budget as presented
 - Discussion: Robust budget, buffer for work on the J string. Plenty to invest and complete necessary work
 - Vote: All in favor
- 2023 Dues Collection Timeline
 - Motion: Approve the 2023 Dues Collection Timeline
 - Vote: All in favor
- 2023 Meeting Schedule
 - Motion: Approve 2023 Meeting Schedule
 - Discussion: Steve will change to table so it can be updated right on the website
 - Vote: All in favor
- Entrance Signs
 - They are ready for pickup, closed today due to snow
 - An announcement will be posted on Facebook once they are hung up

New Business:

- Live Work Log
 - Michael and Shane will create a document
 - Full Time Staff will be required to record their day to day activities
- Stuart's Mileage Report for October/November
 - The Board is requesting it be redone as there appeared to be some discrepancies
 - Dates appear incorrect
 - Mileage the same to two different locations
 - Mileage to meetings can only be from the office or neighborhood
 - Must be submitted monthly
 - Date doesn't match receipt date
 - Consider efficient fiduciary duty
- Mileage Reimbursement Policy
 - There is currently no written policy
 - Motion: Kaye is to create a written Mileage Reimbursement Policy
 - Vote: All in favor
 - Upon completion the policy will be emailed to Michael to review
 - It will then be shared with the board for approval and adoption
- Code of Conduct
 - Going forward no off color jokes or profanity. Remain professional with contractors, the public and each other. Keep Michael in the loop. If he isn't available contact Shane.

Meeting adjourned at 8:10 pm

 1/9/23

Approved Signature/Date

 1/9/2023

Steven Cook/Secretary/Communication Chair

Signature/Date