

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**January 9, 2023-Joy Lutheran Church**

Melissa Brigden announced the resignation of the Board President Michael Sherman. Steven Cook will be presiding over the meeting.

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

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

Shane Calvert-telephonically

Operations Manager: Stuart Reed

Office Manager: Kaye Carleton

12 Homeowners were also in attendance

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

**Reports of Officers:**

**President:** Vacant-Steven Cook presiding

- Called for additions to the agenda
  - Motion: Add Executive Session at the end of the meeting
  - Vote: All in favor
- Clean up after your animals
  - Dog poop is a problem in Eaglewood, this concern was shared on Facebook
    - Be courteous, do the right thing, spread the word
    - This is a health hazard
    - Biggest complaint from the grounds crew

**Design Committee:** Anna Tapps

- Reminder to keep vehicles off the streets and not impeding the streets
- Reminder to keep trash cans off the street
  - These obstacles slow down the snow plows
  - Slowing them down costs more money
- Reminder to not push snow into streets

**Judicial Council:** Shane Calvert

- One appeal pending

**Secretary/Communication Chair:** Steven Cook

- Website
  - Completed outline formatting of all documents on the website
    - Documents are searchable no need to scroll through
- Facebook
  - Weekly updates
    - Communicating updates and keeping residents aware of happenings

**Treasurer:** Melissa Brigden

- Financial Report given
- Long Range Planning Committee
  - The committee met in December
    - A plan for Capital Improvements was formulated
    - The committee has asked the Operations Manager to get bids for discussion in January

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**January 9, 2023-Joy Lutheran Church**

**Operations Manager: Stuart Reed**

- Snow Plowing
  - Grader was used to clean up and widen streets
    - Truck followed to clear berms
- Snow Blower/Tractor
  - Looking to rent equipment to blow sidewalks
  - Having an issue as they require a credit card to be on file
- Lighting
  - J String has an underneath break
    - This will need to be addressed in the spring
    - J4 through J24 are operational

**Office Manager: Kaye Carleton**

- Collections Update
  - The receivables are currently at \$9,065.
  - Briefed on accounts in collections; there are currently 3 accounts in collections with a combined total of \$3,292.35 due to the association
    - 1 Demand sent
    - 1 Demand sent to lender
    - 1 On hold

**Unfinished Business:**

- Identifying Fire Hydrants
  - This was to have been accomplished by the operations manager
    - Tabled
- Live Work Log-for employees
  - Tabled
- Mileage Reimbursement Policy
  - Motion: Approve adoption of the mileage reimbursement policy
  - Discussion: Change IRS reimbursement to 2023 rate
  - Vote: All in favor after change is made

**New Business:**

- None

**Discussion with homeowners:**

- Not all concerns on Facebook were addressed as the answers were not supplied from proper sources
  - Efforts are in place to avoid lack of communication with better follow up
- Snowplowing
  - Still placing berms at bus stops
  - 4-way intersection is very slick
  - Trying to balance budget and achieve efficiency
- Continue to look into equipment for the Operations Manager to utilize clearing sidewalks
  - Provides safety as not forcing walkers into streets
- Long Range Planning Committee
  - VEI study noted main areas of concern
  - LRPC looking at replacing sidewalks on Babroff Drive and Squire Circle
    - Possibly adding Mitkof Loop sidewalks and S Mitkof Loop lighting
- Dog Poop
  - Have exhausted every method of informing the need to pick up after your animals
  - Signs no longer work as they did when first put up
  - What about new custom made signs that can be moved around?
  - May prompt some awareness

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January 9, 2023-Joy Lutheran Church

- 2023 Board of Directors Election
  - Remind neighbors to attend the Annual Meeting on May 8<sup>th</sup> at Joy Lutheran Church
  - Pass the word to get proxies in if unable to attend.

Meeting adjourned at 7:10 pm

John Cook 2/13/2023

Approved Signature/Date

Dana Bradley 2/13/2023

Secretary/Communication Chair

Signature/Date

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**February 13, 2023-Eaglewood Office**

**Meeting called to order:** by Steven Cook at 6:00pm

**Roll call of officers - Present:** Board members: Steven Cook, Anna Tapps, Melissa Brigden and Shane Calvert

Deena Bradley was invited by the Board

Operations Manager: Seth Spence

Office Manager: Kaye Carleton

**Previous Meeting Minutes:** January 9, 2023, Board of Directors' Meeting Minutes were approved.

**Reports of Officers:**

**President:** Steven Cook

- Deena Bradley has expressed interest in the vacant position of Secretary/Communication Chair
  - Motion: Appoint Deena to the position of Secretary/Communication Chair
  - Discussion: This would be for the term ending May 2023
  - Vote: All in favor
- Steven is thankful for the way things have gone the last month
  - There is consistency in the processes and procedures
    - Appreciates the communication and feed back
    - Comfortable things are operating for the good of the HOA
    - Favorable Facebook postings stating the Ops Manager is responding to concerns
- Employment Documents Form-tabled for discussion via email
- Key Checkout Form- tabled for discussion via email

**Design Committee:** Anna Tapps

- Contemplating not seeking re-election
- Could become a responder to Facebook comments to help educate people
- Discussion: Could the decision for board members to refrain from commenting on Facebook be abandoned? Providing correct information to postings could provide positive PR. Responding by inviting homeowners to attend meetings and join the board or a committee. Would need to be careful and avoid being baited into an uncomfortable conversation.

**Judicial Council:** Shane Calvert

- Two appeals pending

**Secretary/Communication Chair:** Deena Bradley

- Electronic Voting
  - Brainstorming ways to increase participation in the elections
    - There are companies on line that do everything for you
    - Companies offer accommodations for paper ballots
    - Would help promote the election
      - Would utilize an email database similar to Google Workspace
  - Contact Attorney first to make sure it is in line with the bylaws and any applicable state law
    - Present to homeowners at annual meeting as an idea being explored
- Second Quarter Newsletter
  - Will highlight the Annual Meeting and Election Process
    - Explaining the Balloting Process
      - And what is needed to establish a quorum
    - Explain Board Positions
    - Contain brief interviews
      - Humanizing the Board of Directors



**EAGLEWOOD ASSOCIATION, INC**  
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**February 13, 2023-Eaglewood Office**

- Yard Signs
  - Consider having signs made promoting the election
- Communication Committee
  - Additional members are needed
    - Advertise on Facebook and the newsletter

**Treasurer:** Melissa Brigden

- Financial Report given
- Long Range Planning Committee
  - No bids were sought by the previous Operations Manager
    - Still looking at a few smaller projects
    - Meeting will be scheduled with the committee and Seth

**Operations Manager:** Seth Spence

- AWWU
  - They will unbury fire hydrants but they are short staffed
  - The website only lists the number to call
  - Advise homeowners to continue digging out or contact AWWU
    - Seth plans to create a map identifying all hydrants and electrical boxes in the summer
- Lighting
  - J string is still going out
    - Wait for spring to save money to obtain a guaranteed fix
  - H String is partially out
    - For consistency have it looked at to see if it can be restored
      - If unable to complete it will have to wait until spring
  - Heat trace 1 has power restored
    - Will need to keep an eye on it so it does not stop working and cause damage
- Tree Trimming
  - Some properties where branches are covering lights and signs have been identified
  - If the tree is on private areas it is the responsibility of the homeowner
    - Take pictures and send notices of violation for private area not maintained
- Snow Plowing
  - Operations Manager and contractor are working well together
  - Communication has improved
  - The owner of Guaranteed Services has been out in the neighborhood more often
- Drainage Markers
  - Drains were not marked by previous Operations Manager
    - Another color should be used to identify them
      - Possibly blue or green
  - Green shows up better in lowlight

**Office Manager:** Kaye Carleton

- Collections Update
  - Briefed on accounts in collections; there are currently 3 accounts in collections with a combined total of \$3,292.35 due to the association
    - 2 Demand sent to lender
    - 1 On hold

**Unfinished Business:**

- Live Work Log-for employees
  - Motion: Remove from unfinished business
  - Discussion: This was being considered to better track previous Operations Manager. No longer feel it is necessary.
  - Vote: All in favor

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February 13, 2023-Eaglewood Office

**New Business:**

- Website
  - Location for tracking work in progress
    - Already being updated through Facebook posts
- On Street Parking
  - Old placards reference the old outline for PC&R's and DC Rules
    - Continue to use as content has not changed
- Create resolution to exempt any board member from making any financial decisions for a family member

Meeting adjourned at 8:22pm

Gay Cook 3/13/2023

Approved Signature/Date

Deena Bradley 3/13/23

Deena Bradley Secretary/Communication Chair

Signature/Date

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**March 13, 2023-Joy Lutheran Church**

**Meeting called to order:** by Steven Cook at 6:03pm

**Roll call of officers - Present:** Board members: Steven Cook, Anna Tapps, Melissa Brigden and Deena Bradley

Excused Absence-Shane Calvert

Operations Manager: Seth Spence

Office Manager: Kaye Carleton

8 Homeowners were also in attendance

**Previous Meeting Minutes:** February 13, 2023, Board of Directors' Meeting Minutes were approved.

**Reports of Officers:**

**President:** Steven Cook

- Called for additions to the agenda
  - Motion: Move agenda items:
    - Resolution and Appeal after 14 days
    - to Executive Session
  - Vote: All in favor
- 2022 Financial Audit
  - Letter of Engagement was signed
- Thanked the Board and employees for continued support
- Things are moving forward in a positive motion
  - Communication is good

**Design Committee:** Anna Tapps

- Nothing at this time

**Judicial Council:** Shane Calvert

- Two appeals pending

**Secretary/Communication Chair:** Deena Bradley

- The committee is in need of additional members
  - Motion: Appoint Grace Beargie and Kasey Callison to the communication committee
  - Vote: All in favor
- Newsletter
  - Main topic is the Election
    - Goal is to increase voter turnout
    - Welcome any ideas homeowners may have to increase attendance

**Treasurer:** Melissa Brigden

- Financial Report was given
  - Some bonds are reaching maturity
    - Will meet with Gavin Rueb with Edward Jones after the April meeting to formulate the next strategy

**Operations Manager:** Seth Spence

- Snow Blower
  - A Dingo was rented to blow sidewalks
  - Some areas of the trails were not done due to safety concerns
- Lighting
  - J String troubleshooting detected a double feed as the issue for the string shorting out
    - This will need to be addressed in the spring
  - Plates for light poles are painted and ready to be installed in the spring

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**March 13, 2023-Joy Lutheran Church**

**Office Manager:** Kaye Carleton

- Collections Update
  - The receivables were \$15,451 at the end of the second month of the quarter.
  - 15 Homeowners have not paid the 1<sup>st</sup> quarter dues as of 3/13/2023.
  - Briefed on accounts in collections; there are currently 3 accounts in collections with a combined total of \$3,292.35 due to the association
    - 1 Demand sent
    - 1 Demand sent to lender
    - 1 On hold

**Unfinished Business:**

- Will be addressed in Executive session

**New Business:**

- Office Lease
  - There is a 2% increase
  - It is a three year lease
- April Meeting
  - Jocelyn Lopez the General Manager for Roy Briley Association Management has confirmed she will be attending
  - Election Process will be reviewed
- Early Voting
  - The option to vote at the office the week prior to the election is being looked at
  - Also opening up Joy Lutheran earlier on May 8<sup>th</sup>

**Discussion with homeowners:**

- Obtaining a Quorum
  - Advertise via website and Facebook
    - Create a tab on the website to house annual meeting information
  - Board members can collect proxies
  - Possibly hold a drawing for those in attendance
    - Maybe offer relief of one quarter dues
- Dues Increase
  - As prices increase the reality of an increase is likely
  - Best to do it soon before a large increase is necessary
- Snowplowing
  - It is the operations managers responsibility to oversee the contractor
    - This is being done with the current operations manager
      - They are building a good working relationship
      - Already planning for improved methods for next year

Meeting adjourned at 7:11 pm

Stacy Cook 4/17/23

Approved Signature/Date

Dena Bradley 4/17/23

Secretary/Communication Chair

Signature/Date



**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**April 17, 2023-Eaglewood Office**

**Meeting called to order:** by Steven Cook at 6:04pm

**Roll call of officers - Present:** Board members: Steven Cook, Anna Tapps, Melissa Brigden and Deena Bradley

Telephonically-Shane Calvert

Operations Manager: Seth Spence

Office Manager: Kaye Carleton

**Previous Meeting Minutes:** February 13, 2023, Board of Directors' Meeting Minutes were approved.

**Reports of Officers:**

**President:** Steven Cook

- Jocelyn Lopez General Manager Roy Briley Association Management
  - Annual Meeting May 8<sup>th</sup> Joy Lutheran Church
    - There will be three representatives present to assist in signing homeowners in, issuing ballots and overseeing the election
    - Per the bylaws the meetings are only open to homeowners
    - If a quorum is not attained an election can still be held
      - Afterward the meeting will be adjourned
      - Once a quorum is attained the votes can be validated
    - Proxies
      - Board members are encouraged to gather proxies from their neighbors and friends
    - Incentives to boost attendance
      - Hold a raffle
        - Offer one quarter dues credit
        - Budget for prizes
          - Tabled for further discussion
    - Electronic Voting
      - Deena has looked into this option there are companies that oversee electronic voting for HOA's
      - Jocelyn stated Briley could facilitate electronic voting

**Design Committee:** Anna Tapps

- Nothing at this time

**Judicial Council:** Shane Calvert

- Three appeals pending

**Secretary/Communication Chair:** Deena Bradley

- Election Signs
  - Four signs will be purchased
    - They will be placed throughout the subdivision as a reminder to get out and vote

**Treasurer:** Melissa Brigden

- Financial Report was given
  - Met with Gavin (Edward Jones)
    - As the CD's and bonds mature will be looking at more short term investments as the rates are better
- LRPC
  - Met recently
    - A new member has brought to light some other safety concerns the committee will be looking at

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**April 17, 2023-Eaglewood Office**

**Operations Manager: Seth Spence**

- Will be staking roadways to prevent cars from doing damage to the swales
- Got quotes for sweeping
  - Check where Eaglewood would fit in their schedule
  - See if H&M can match our budgeted amount
- Raking Crew
  - 6 applicants so far
  - Post application on the website
    - Put link to application on Facebook
- Website-Form Processor
  - Winter Maintenance
    - Could a link to the PC&R's and municipal ordinance be added?
      - Having homeowners stating they have read them prior to filing the form
      - Tabled
- Snow Plowing
  - Will seek bids for next snow season
  - Damage will be assessed after breakup
    - Plan for repair will be implemented
- Provided information on machinery for mowing/snow blowing
  - Recommended the purchase of a Ventrac Tractor
    - Has multiple attachments for summer and winter maintenance to be performed by the operations manager
    - Would be able to mow vast areas of the subdivision
      - Would not be so reliant on youth, which are hard to retain
    - Would be able to clear the sidewalks and trails in the winter
      - Would not have to be contracted out
    - Would fit into a shed for storage
  - Discussion: Hesitation never heard of this product. The Ventrac Tractor has a Kubota engine. Only one product was presented. The video shown only had it operating on flat surfaces. Tabled for two weeks so board can further investigate.

**Office Manager: Kaye Carleton**

- Collections Update
  - Briefed on accounts in collections; there are currently 7 accounts in collections with a combined total of \$11,933 due to the association
    - 4 Demand sent
    - 2 Demand sent to lender
    - 1 On hold

**Unfinished Business:**

**New Business:**

- 2021 Ballots/Proxies
  - There was a homeowner at recent meetings concerned about the handling of the proxy votes
    - Kaye reviewed and there was nothing out of order
      - Will inform the homeowner to eliminate any concerns

Meeting adjourned at 9:05 pm

*Seth Spence 6/12/23*

Approved Signature/Date

*Deena Bradley 6/12/23*

Secretary/Communication Chair

Signature/Date

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**June 12, 2023-Eaglewood Office**

**Meeting called to order:** by Steven Cook at 6:03pm

**Roll call of officers - Present:** Board members: Steven Cook, Anna Tapps, Melissa Brigden and Deena Bradley

Operations Manager: Seth Spence

Office Manager: Kaye Carleton

**Previous Meeting Minutes:** April 17, 2023 Board of Directors' Meeting and May 1, 2023 Official Action Minutes were approved.

**Reports of Officers:**

**President:** Steven Cook

- Board Officer positions
  - Executive session held via text messaging on May 11, 2023
    - Motion: I move the Board of Directors members remain in their current positions
    - Vote: All in favor
- Thank you for keeping the lines of communication open
  - Whether it be text, email or direct calls
    - Melissa is not available during the work day

**Design Committee:** Anna Tapps

- Nothing at this time

**Judicial Council:** Vacant

- Shane Calvert resigned on May 17, 2023, in an email to the Board President

**Secretary/Communication Chair:** Deena Bradley

- Facebook
  - Feedback requested on the current amount of posts
    - Like the Monday Musings and Friday Follow-ups
      - Sometimes runs out of ideas
        - Kaye will share topics that come up in the office
  - What about publishing parts of the newsletter?
    - Excerpts could be highlighted after it has been mailed
      - This would allow renters who may not see the newsletter to view announcements
  - Seth could do operation updates
  - More postings cause the algorithm to be more active showing up in more peoples feeds
- Newsletter
  - Preparing intros for the board members and operations manager
- Community Meet and Greet
  - Hold it at the sheds and have refreshments to share
  - Highlight the Ventrac
  - Announce in the July newsletter
    - August 5<sup>th</sup> 11am-2pm
- Community Yard Sale
  - There were two homeowners at the annual meeting who showed interest in holding a community yard sale
  - Reach out to them and let them work together if they are seriously interested

**Treasurer:** Melissa Brigden

- Financial Report was given
- Future capital projects will require substantial funds
  - Concerned if spending isn't cut dues will need to be increased
    - Consider raising dues \$5.00 per month allowing people to slowly adjust their budgeting
      - Following with small incremental increases in future years
        - As prices continue to rise an increase is inevitable



**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**June 12, 2023-Eaglewood Office**

- Long Range Financial Planning
  - Create a cash flow by balancing Edward Jones and tightening the budget if viable
  - Plan CD purchase to take advantage of the current higher interest rates
    - Update long range budget for capital improvements

**Operations Manager: Seth Spence**

- Presented proposals for 2023 capital projects
  - Babrof Drive sidewalk replacement and add lighting
  - S Mitkof Loop sidewalk replacement
    - The contractors are available to start late June or early July
    - Combined total is \$323,581.50 which includes a 10% contingency
    - Motion: Approve the proposed capital projects
    - Vote : All in Favor
    - Discussion: Notify Steve and Deena prior to start so they can post information
- Light Maintenance
  - The J string is still not operational
  - Additional lighting work may exceed budgeted amount

**Office Manager: Kaye Carleton**

- Collections Update
  - Briefed on accounts in collections; there are currently 5 accounts in collections with a combined total of \$6,294 due to the association
    - 2 Demand sent
    - 2 Demand sent to lender
    - 1 On hold
- Roy Briley Association Manager
  - There have been many changes with staffing
    - Requesting a list of employees and responsibilities
- Mailboxes
  - An accurate inventory has been supplied by Seth
  - Suggest ordering two 12 unit and one 16 unit
    - Will confirm prices with board including shipping when available for approval

**Unfinished Business:**

- Electronic Voting
  - Would need to budget it
  - A quorum was met at the annual meeting
    - Continue encouraging homeowners to gather as many proxies as possible
      - Put electronic voting on hold at this time
- Dog Poop
  - No easy solution
    - Containers are an expensive service
    - Don't feel they will be used as many people just let their dogs run free
    - The trails are clean it is all in the woods

**New Business:**

- Vacant Position VP Judicial
  - One homeowner is currently consider stepping up to finish the term
  - Give him a week to consider
  - Reach out to another homeowner who has communicated with the staff often
    - If neither are interested advertise on Facebook
- Appeals
  - There are 4 pending
    - The previous VP Judicial did not complete them prior to resigning
    - They have all been hanging out there for several months
      - Board has decided to approve the appeals and remove the fees



**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**June 12, 2023-Eaglewood Office**

- Airbnb
  - Homeowner has concern of a neighbor running an Airbnb in their basement
    - Feel it is a non-issue
    - There are no complaints concerning similar enterprises in the subdivision
- DOT Fence Repair
  - Seth has reached out to the state
  - There are 13 missing boards
    - Follow up with the state
- Speed Humps
  - Areas where excessive speed is a problem were identified
    - Speed humps do not always slow people down as they continue to accelerate after crossing
    - Solicit estimates

Meeting adjourned at 8:29 pm

Sam Cook 7/12/2023

Approved Signature/Date

Dena Bradley 7/10/23

Secretary/Communication Chair

Signature/Date

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**July 10, 2023-Joy Lutheran Church**

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

**Roll call of officers - Present:** Board members: Steven Cook, Anna Tapps, Melissa Brigden and Deena Bradley

Operations Manager: Seth Spence

Office Manager: Kaye Carleton

6 Homeowners were also present

**Previous Meeting Minutes:** June 12, 2023 Board of Directors' Meeting were approved.

**Reports of Officers:**

**President:** Steven Cook

- Trees on the trails have been trimmed and cut down where necessary
  - Wood was left near the trails for individuals to collect
  - In the future notifying via Facebook would let people know it could be collected

**Design Committee:** Anna Tapps

- Committee met on June 26<sup>th</sup>
  - They had determined that they would need to require paint chips instead of electronic submissions
    - This was posted on Facebook

**Judicial Council:** Vacant

- No appeals pending

**Secretary/Communication Chair:** Deena Bradley

- Facebook
  - Posted the July newsletter

**Treasurer:** Melissa Brigden

- Financial Report was given
- Long Range Planning Committee
  - Met June 27th
    - Purchasing short term bonds
    - Creating 5 year cash flow plan for Capital Improvements

**Operations Manager:** Seth Spence

- Light Maintenance
  - The J string is working
    - The contractor determined that they were not wired correctly

**Office Manager:** Kaye Carleton

- Collections Update
  - Briefed on accounts in collections; there are currently 5 accounts in collections with a combined total of \$7,619 due to the association
    - 2 Demand sent
    - 2 Demand sent to lender
    - 1 On hold
- Roy Briley Association Manager
  - Ongoing staffing changes

**Unfinished Business:**

- Vacant Position
  - One homeowner has shown interest
    - Kaye will reach out to him
      - If he decides against being appointed it will be posted on Facebook

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**July 10, 2023-Joy Lutheran Church**

- Community Get Together
  - "Save the Date" was listed in the Summer Newsletter
  - From discussion with neighbors the idea of making it a bigger event was pursued
    - Kaye contacted local food truck vendors but they were not available at such short notice
  - The Event is postponed until next year for better planning
    - Blocking off Eaglewood Loop from Montague Drive to Andreanof Drive
      - There would be no driveways affected with this location
    - Inviting Food Trucks and Eaglewood Pop-Up Vendors creating a Street Fair atmosphere

**New Business: None**

Meeting adjourned at 6:26 pm

Steve Cook 8/14/2023

Approved Signature/Date

Deena Bradley 8/14/23

Secretary/Communication Chair

Signature/Date

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**August 14, 2023-Eaglewood Office**

**Meeting called to order:** by Steven Cook at 6:02pm

**Roll call of officers - Present:** Board members: Steven Cook, Anna Tapps, Deena Bradley and Melissa Brigden

Operations Manager: Seth Spence

Office Manager: Kaye Carleton

**Previous Meeting Minutes:** July 10, 2023 Board of Directors' Meeting were approved.

**Reports of Officers:**

**President:** Steven Cook

- VP Judicial
  - Motion: Appoint Jeff Read to position of VP Judicial
    - Vote: 3 in favor 1 abstained
  - Notify the other candidate encouraging him to join the Judicial Council and consider running for a board position at the next annual meeting.

**Design Committee:** Anna Tapps

- Committee met on July 26<sup>th</sup>

**Judicial Council:**

- No appeals pending

**Secretary/Communication Chair:** Deena Bradley

- Facebook
  - Steve will resume posting
    - As an outreach to the community
- Newsletter
  - Recap of the summer activities
    - Amount of Design Community applications reviewed
    - Hours the Ventrac was used
    - Other projects performed

**Treasurer:** Melissa Brigden

- Financial Report was given

**Operations Manager:** Seth Spence

- Ventrac
  - Picked up the snow blower attachment from Totem
- Capital Project
  - Waiting on the contractor, behind on another project
- Snow Plowing
  - Received an hourly quote from Wintergreen
  - Meeting with Wayne (Guaranteed Services)
    - Reviewing contract welcome input on revisions
- Mowing
  - Have been mowing weekly
    - Losing crew due to school resuming
- Light Maintenance
  - The H string is being worked on
    - The contractor will need to trench

**Office Manager:** Kaye Carleton

- Collections Update
  - Briefed on accounts in collections; there are currently 5 accounts in collections with a combined total of \$7,994 due to the association
    - 4 proceed with attorney
    - 1 On hold



**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**August 14, 2023-Eaglewood Office**

**Unfinished Business:**

- Speed Humps
  - A few locations were suggested
    - Seth will check with Tucker
      - What is the recommended distance between speed humps?
- S Kanaga Loop Capital Project
  - An engineer will need to be contracted
- LRPC
  - A meeting will be needed to update neighborhood priorities

**New Business: None**

Meeting adjourned at 8:15 pm

*Stacy Cook* 9/11/2023

Approved Signature/Date

*Deena Bradley* 9/11/23

Secretary/Communication Chair

Signature/Date

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**September 11, 2023-Joy Lutheran Church**

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

**Roll call of officers - Present:** Board members: Steven Cook, Deena Bradley, Melissa Brigden and Jeff Read

Operations Manager: Seth Spence

Office Manager: Kaye Carleton

Excused Absence: Anna Tapps

**Previous Meeting Minutes:** August 14, 2023 Board of Directors' Meeting were approved.

**Reports of Officers:**

**President:** Steven Cook

- Introduced VP Judicial Jeff Read
  - Jeff Read was appointed to position of VP Judicial at the August 14<sup>th</sup> meeting
    - Jeff thanked the board for the privilege to serve with them
- **Design Committee:** Anna Tapps Excused absence
  - Fall Inspections
    - The Design Committee will be in the neighborhood doing the annual inspections
      - Inspections include House Needs Paint, Fence Needs Stain and Driveway Needs Repair/Replacement

**Judicial Council:** Jeff Read

- No appeals pending

**Secretary/Communication Chair:** Deena Bradley

- Newsletter
  - Appreciates community input
    - Pictures, topics, articles
  - All are welcome

**Treasurer:** Melissa Brigden

- Financial Report was given
  - Expenses are down
  - Assessments are not budgeted as income
  - Account receivables are down
    - The net income has been dropping in the past couple years

**Operations Manager:** Seth Spence

- Capital Project
  - Babroff Drive project should be completed by the September 14
  - The trail leading to Alpenglow will be done half at a time allowing access to the stairwell
- Light Maintenance
  - J string is now functional
  - The H string is being worked on
  - Upon completion of the light strings individual fixtures will be replaced
- Snow Removal
  - Contract with Guaranteed Services is being finalized
  - Sidewalks will be maintained by the Operations Manager
    - Homeowner concerns from previous years are being addressed through open communication with the contractor
    - Drains will be marked this year

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**September 11, 2023-Joy Lutheran Church**

**Office Manager:** Kaye Carleton

- Collections Update
  - Briefed on accounts in collections; there are currently 5 accounts in collections with a combined total of \$9,419 due to the association
    - 5 proceed with attorney

**Unfinished Business:**

- Speed Humps
  - Waiting to meet with Tucker who has been out of town
    - There is concern of people driving too fast
      - Youth in the neighborhood do not stop when crossing the streets while traveling on the trails
- LRPC
  - A meeting will be needed to update neighborhood priorities

**New Business:**

- Raising Dues
  - There has not been an increase in 11 years
  - With costs increasing it is inevitable that an increase will be necessary to maintain reserves for capital projects
  - There has been discussions on raising dues \$5 a month and incrementally going forward
    - Allowing homeowners to budget for future increases

Meeting adjourned at 6:24 pm

Anna Tappe 16 OCT 2023  
Approved Signature/Date

Diana Bradley 10/16/23  
Secretary/Communication Chair  
Signature/Date

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**October 16, 2023-Eaglewood Office**

**Meeting called to order:** by Steven Cook at 5:59pm

**Roll call of officers - Present:** Board members: Steven Cook (telephonically), Anna Tapps, Jeff Read, Deena Bradley and Melissa Brigden

Operations Manager: Seth Spence

Office Manager: Kaye Carleton

**Previous Meeting Minutes:** September 11, 2023 Board of Directors' Meeting minutes were approved

**Reports of Officers:**

**President:** Steven Cook

- Google Docs
  - Storing important documents in Google Docs will allow for easy access
    - Good repository for back up
- Tree Removal Big Diomede
  - Homeowner removed many trees from yard without receiving approval
    - Invited to the meeting
      - Was unable to attend
    - Made the decision to proceed without approval
  - A \$500 fine will be assessed and homeowner will be required to plant mature trees
    - Area must be cleaned up
    - Would be liable if there is any damage to trail caused as a result of cleaning up the slope

**Design Committee:** Anna Tapps

- Fall Inspections
  - The Design Committee has completed the inspections

**Judicial Council:** Jeff Read

- No appeals pending

**Secretary/Communication Chair:** Deena Bradley

- Nothing at this time

**Treasurer:** Melissa Brigden

- 5 Year Financial Plan/Dues Increase
  - A five year plan was presented
    - Showing a \$5.00 a month dues increase
    - Relook in 2026 for a possible increase
      - Make homeowners aware of the increase via a mailing

**Operations Manager:** Seth Spence

- Drain and Road Edge Markers
  - Placement of markers in the entire neighborhood has been completed

**Office Manager:** Kaye Carleton

- Collections Update
  - Briefed on accounts in collections; there are currently 6 accounts in collections with a combined total of \$11,233.96 due to the association
    - 4 proceed with attorney
    - 1 On Hold
    - 1 Send Demand

**Unfinished Business:**

- Speed Humps
  - Areas have been identified
  - No quote has been received yet



**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**October 16, 2023-Eaglewood Office**

- LRPC
  - No engineers have been hired to obtain scope of work for future projects
  - A meeting needs to be called
  - Whose responsibility is it?
    - Chairperson or Operations?
      - Melissa asked Seth to do it

**New Business:**

- 2024 Operating Budget
  - Called a budget meeting at 5:30 on November 6th
    - 2024 Proposed Operating Budget will be reviewed at the November 13<sup>th</sup> meeting
- Seth's Leave November 9-20
  - Steve and Kaye will work with contractor on winter maintenance
  - Seth keeps track of hours and equipment
- Speeders in Neighborhood
  - Continues to be a problem
  - Could we look into the trailer that clocks and displays speed for in the spring?
- Trash Cans in Street
  - Hampers snow removal
  - Attracts bears
    - Consult with Guardian Security to see if trash cans can be added to summer patrol

Meeting adjourned at 7:23 pm

Stu M. Cook 11/28/23

Approved Signature/Date

Deena Bradley 11/28/23

Secretary/Communication Chair

Signature/Date

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**November 22, 2023-Joy Lutheran Church**

**Meeting called to order:** by Steven Cook at 6:02pm

**Roll call of officers - Present:** Board members: Steven Cook, Anna Tapps, Deena Bradley and Jeff Read

Excused Absence: Melissa Brigden

Operations Manager: Seth Spence

Office Manager: Kaye Carleton

11 Homeowners were also in attendance.

**Previous Meeting Minutes:** October 16, 2023 Board of Directors' Meeting minutes were approved

**Reports of Officers:**

**President:** Steven Cook

**Design Committee:** Anna Tapps

- Design Committee met November 21, 2023

**Judicial Council:** Jeff Read

- No appeals pending

**Secretary/Communication Chair:** Deena Bradley

- Nothing at this time

**Treasurer:** Melissa Brigden in her absence Steven Cook Reported

- Financial Report was presented
  - Additional bonds have been purchased
    - Maturing the summer of 2024
- Dues Increase
  - Motion: Move to amend the dues increase motion to the following: That the dues increase not take place until July 2024. The increase will be \$10 per month, with a final vote to take place at the January 2024 Open Board Meeting.
  - Vote: 5-in favor (1-by proxy)
- Proposed 2024 Operating Budget
  - Presented to Board for review
    - Discussion and vote will take place at the December 11, 2023 meeting

**Operations Manager:** Seth Spence

- LRPC
  - Committee met November 8, 2023
    - Prioritized projects for the near future
      - Began building list for future years
- Sidewalks
  - Began clearing them today

**Office Manager:** Kaye Carleton

- Collections Update
  - Briefed on accounts in collections; there are currently 6 accounts in collections with a combined total of \$7,891.48 due to the association
    - 2 Remove from Collections Account Current
    - 2 Lawsuit Filed
    - 2 Demand Sent
  - 4<sup>th</sup> quarter 77 delinquencies

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**November 22, 2023-Joy Lutheran Church**

**Unfinished Business:**

- Trash Cans in Street
  - This causes problems for snowplowing
    - The collection companies do not extend the arm after dumping cans
    - Kaye will draft a letter to the waste collection companies asking for their assistance

**Discussion with Homeowners:**

- What data do you have for the need of an increase in dues?
  - There is a need for more Capital Projects
    - In the past three years only one project has been completed
    - There continues to be problems with lighting and drainage
- Wood along trails
  - Poses fire hazard
    - Have arranged with contractor to do clean up in the spring
- Electronic Access to Open Board Meetings
  - Facebook Live could be an option
    - Will be looked into
- Snowplowing
  - Streets are the priority
    - Sidewalks leading to the school trails are the only ones included in the contract
  - As the weather warms the contractor will be back out to do clean up

Meeting adjourned at 7:06 pm

Sam Cook 12/18/23

Approved Signature/Date

Dana Bradley 12/18/23

Secretary/Communication Chair

Signature/Date

**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**December 18, 2023-Eaglewood Office**

**Meeting called to order:** by Steven Cook at 5:57pm

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

Operations Manager: Seth Spence

Office Manager: Kaye Carleton

**Previous Meeting Minutes:** November 22, 2023 Board of Directors' Meeting minutes were approved

**Reports of Officers:**

**President:** Steven Cook

- Mike Walsh-The Foraker Group
  - Had a Zoom meeting on December 11, 2023
  - Tabled
- Melissa Brigden resigned from the position of Treasurer November 29, 2023
  - Edward Jones
    - Has been informed of her resignation
    - Need two to bind on any financial decisions with Edward Jones
      - No action to be taken at this time
      - Table until a treasurer is found
      - Gavin would like to attend a meeting
      - Supported the dues increase
  - Proposed 2024 Operating Budget
    - Received at the November meeting for review
      - Few additional changes were suggested
        - Mileage could be changed to a flat rate for the operations manager to \$100 per month
        - Bank fees need to be looked into seem low
      - Motion: Accept budget as amended
      - Vote: All in favor
- Jeff Read resigned from the position of VP Judicial on December 11, 2023

**Design Committee:** Anna Tapps

- No meeting was held in December

**Judicial Council:** Vacant

- No appeals pending

**Secretary/Communication Chair:** Deena Bradley

- Newsletter
  - In the works
  - Still waiting on articles from committee members
- Facebook
  - Discussion: A post was made on the Eaglewood HOA Community site concerning snow removal. Uncomfortable with comments made to post. The post was misrepresented. Snow removal has been going successfully. Concerned only if it's slanderous. No names were mentioned.
    - Ignore super negative comments
      - Respond to valid questions
    - Social Media Policy will be gone over at the January meeting
      - Request homeowners please be mindful of the tone of their comments



**EAGLEWOOD ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**December 18, 2023-Eaglewood Office**

**Treasurer: Vacant**

- Financial Report was presented
  - Need Official Action for the October transaction.
  - Five year budget for LRPC needs to be completed
    - Seth plans to coordinate with Wally to complete this
      - Discussion: This data will be helpful before the March newsletter goes out. This will offer justification for the dues increase. Continue replenishing the capital expense funds.

**Operations Manager: Seth Spence**

- Vacation Plan for Maintaining Sidewalks
  - Seth will be out of town in January for one week
    - Discussion: Having someone on standby to operate the Ventrac may not be a feasible option. There is a lot to be looked at for a maybe incident; they would need to be added to payroll. Trained and have availability. Seth knows the machine, has been performing all basic maintenance. When the contractor is plowing Seth is doing sidewalks. Several people have spoken up that they could help; no one has followed up with an email. Could the contractor be called in provided the sidewalks have been maintained prior to Seth leaving? School zones are already part of the contract.
- Sidewalk Clean-up
  - Ventrac is doing well at cleaning up the sidewalks
    - Abandoning areas with heavy berms
    - Snow storage issue between the contractor needing to clear the roads
    - Homeowners put driveway snow onto the sidewalks after they have been cleared
      - Discussion: Is assessing an option? Could become a battle as sidewalk snow is sometimes placed in yard. Do we ignore it? Municipal code that homeowners are required to clear the sidewalk adjacent to their property. Enforcement would be difficult. Remind people to refrain from placing driveway snow on sidewalks. Start a campaign next snow season to ask people not to block sidewalks with their driveway berms. Stress the positive of the strides since last year and tracking improvements for next year.

**Office Manager: Kaye Carleton**

- Collections Update
  - Briefed on accounts in collections; there are currently 6 accounts in collections with a combined total of \$7,891.48 due to the association
  - 4<sup>th</sup> quarter 17 delinquencies \$4,925 due to the association
    - Do not have contact information for some new homeowners
      - Sent another letter requesting information

**Unfinished Business:**

- Dues Increase
  - Postpone vote until there is a quorum present
  - Hope to have seats filled by February 12, 2024
    - Discussions have been ongoing
      - Looking at Budget and Long Range Budget

**New Business:**

- 2024 Meeting Schedule
  - Anna is not available for the January 8<sup>th</sup> meeting
    - If the positions aren't filled there will only be two board members present
      - An open discussion could be held

EAGLEWOOD ASSOCIATION, INC  
BOARD OF DIRECTORS MEETING MINUTES  
December 18, 2023-Eaglewood Office

- 2024 Dues Timeline
  - Motion: Approve the 2024 Meeting Schedule and 2024 Dues timeline as presented
  - Vote: All in favor
- MEA Capital Credit
  - Received a check for \$2258 for capital credits 1988
  - Coded as a deposit to electricity
- Items purchased for Ventrac
  - Accessories were purchased for winter use and stability purposes
    - Requesting the \$6169 be capitalized
- Contracts
  - Employees need to review contracts to be signed in January
  - Kaye has requested an additional week vacation as she has just completed her tenth year with Eaglewood

Meeting adjourned at 7:03 pm

Steve Corbin 2/12/2024

Approved Signature/Date

Deana Bradley 2/12/2024

Secretary/Communication Chair

Signature/Date

EAGLEWOOD ASSOCIATION, INC  
BOARD OF DIRECTORS Official Action  
December 30, 2023

Roll call of officers - Present: Board members: Steven Cook, Anna Tapps, and Deena Bradley (via email)

New Business:

- Motion: Appoint Wallace Thomas to serve as the Treasurer from Jan 2024 to include and finish in May 2024 in light of the open position.
- Vote: All in favor

Steven Cook 2/12/2024

Approved Signature/Date

Deena Bradley 2/12/2024

Secretary/Communication Chair

Signature/Date

EAGLEWOOD ASSOCIATION, INC  
BOARD OF DIRECTORS Official Action  
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Steven Cook 2/12/2024

Approved Signature/Date

Deena Bradley 2/12/2024

Secretary/Communication Chair

Signature/Date