

## **Frisco Ridge HOA Board Meeting Minutes**

**Jan 15, 2022**

Submitted by Lori Philo-Cook due to Secretary Vacancy

The meeting was called to order at 10:34am. Present: David Eggleston and Lori Philo-Cook. Absent: Jonathon Leidy.

### **APPROVAL OF MINUTES**

-December Minutes: sent to Board on Jan 14 for review. David had not had time to review them and said he would review and send approval via email.

### **TREASURER'S REPORT (JONATHON)**

The plan had been to review the Dec 31, 2021 financial info, but with Jonathon's absence, that was not possible.

### **Arvest Signature Card**

The new Board will need to update Arvest signature card to allow access to our accounts, be able to sign checks and get into online banking in 2022.

### **Draft of 2022 budget for Board review**

We need to contact committee chairs to ask them to prepare their proposed budgets for 2022.

David discussed a worst-case scenario for the Board. If no one but him runs for the 2022 Board, he will have to hire a property management co at a higher tier level than we have now to do much of the work.

## **COMMITTEE REPORTS**

### **Park, Landscaping & Commons (Jonathon)**

Solar Christmas lights.

We got a complaint on FB about no lights at the Vandament entrance. Lori responded by explaining the situation with electricity at the two signs and that we are switching to solar lights.

### **Plans for 2022**

Lori reported that she spoke to Kelly about plans for 2022, and she said the committee voted to have a phase 4 of the Living Fence in 2022, so that may limit extra funds for a pavilion in 2022. Regarding the proposal for a pavilion at the park, Lori had hoped to have a bid for concrete and design ideas for the Annual Meeting, but after talking to Kelly, this does not sound likely. So Lori changed Annual Meeting Agenda to a preliminary discussion about the pavilion to gauge interest.

-Other

### **Event Planning**

-The committee met Jan 13. They added Christmas caroling in December and they are planning to do an Easter egg hunt and activity.

### **Communications Committee (Lori)**

Lori made the following changes to the HOA website changes since the last meeting: added Christmas caroling info to upcoming events and home page banner, changed the homepage banner to HOA dues

due and that we need Board candidates. Updated past events and added entrance sign Christmas light photo and explained situation with electric. Lori also renewed our HOA Zoom account for another year at a cost of \$149.90.

#### Compliance letters (Lori)

Lori sent an updated spreadsheet to Jonathon so he can clarify outbuildings or sheds, pools vs hot tubs. She also reported that there are still some letters to do:

- Shed letters: Letter is drafted but she is waiting on confirmation from Jonathon that outbuildings are buildings, not cabinets
- The above Ground Pool letter drafted: still pending Board approval
- Trash complaints: Lori requested that homeowners provide Jonathon or the HOA mailbox with addresses of homeowners who are littering so we can address directly with them. To date, no addresses have been provided.
- Most combination issue letters still on to-do list as they take more time.

#### Welcome Committee (David)

No report. David said it is unlikely there were any closings since the last meeting.

#### Safety & Compliance Committee (David)

Stop sign crash:

The Board agreed upon a plan to replace the broken pole and then have White Management deal with insurance co. David assumed responsibility for getting the sign repaired at the Nov meeting. No progress reported.

Letter to Taber re Illegal Dumping

Jonathon will send photos to Lori who will draft letter to Taber re improper dumping of construction debris. Due to Jonathon's surgery, no progress has been made.

#### OLD BUSINESS

##### -Sign Repairs and New Sign Order (David)

New sign Order:

The order for: 1) Switch 2) Switch Court 3) Side Track (to replace Sidetrack), 4) sign post for Hobo/Frisco Ridge intersection (new sign): no progress, but David said that he needs to know if the streets are Rd or Dr. and he also needs to know if they are the top street sign or the bottom street sign as it makes a difference in the order. He said he would drive around and figure that out.

Sign Repairs:

Repair of several sign poles, caps, sign guards: David refer to contractor: no progress. Stop sign repairs: order clamps from Luther Sign Co and have them install (Bill Cook offered to help install): no progress.

Playground Sign:

Replacement of faded sign at playground (2020 Board approved updated park rules): this was tabled for new Board.

### **Follow-up with Developer on Outstanding Issues (Jonathon and David)**

A certified letter was sent to Rick Opitz on 12/2/2021, but Rick died in January 2022. David suggested that Kipp, who worked for Rick, should be contacted first. We have an email from him committing to the pond dredging. After that, if no progress is made, the next step would likely be a letter from an attorney on behalf of HOA. After struggling to find an attorney to do this project, Lori contacted an attorney friend for referrals and got two possible attorneys: David Hanes in Yukon and David Halley in El Reno. That information was forwarded to David.

### **Annual Meeting Review: Jan 27, 2022, 7pm**

Written notice required to be postmarked by Dec 27 (Lori wrote and White Mgmt mailed).

Email to homeowners

Lori confirmed that Pam has maintained the email list (all homeowners who have provided an email to Janice White, which is about half of the homes). Lori drafted an email about the Annual Meeting, but did not get Board approval. She will redo it as a reminder the week of meeting

### **Printed homeowner packets: Lori drafted Jan 13 but did not get approval via email.**

- Intro sheet with Proxy and Zoom info
- Proxy
- Ballot
- Annual Meeting Agenda
- Label 260 #10 envelopes for Proxy returns: done (Lori)
- Large mailing envelopes (White mgmt. label)
- Email docs and deliver envelopes

Lori brought up the issue of timing. She did not receive approval from the Board so she could not have White Management mail the packets. At this point, in order to give time for them to copy, collate and mail and then for homeowners to receive them and return proxies and ballots, she recommended the meeting be delayed until Feb 3 or Feb 10. David agreed to move it to Feb 3. Lori will note the meeting change date in the letter in the mailed packet. (Per our Covenants, it must be postmarked 10 days before the meeting.)

### **Review of responsibilities for meeting preparation (Carryover from December meeting)**

#### **Website**

Lori has already set up a separate menu on the website for the 2022 Annual Meeting and she will add documents as they are finalized.

#### **Zoom:**

The Zoom meeting has been set up and Lori will change the meeting date.

#### **Year-end Financial Reports:**

If Jonathon does not get better, there will not be a separate Treasurer's Report and we will have to rely on White Mgmt reports. Lori did not get White Management's year-end P&L statement and balance sheet from Jonathon as he has been out, so she contacted Tom White and will work with him on the reports.

#### **Board Report for 2021:**

David has not yet drafted his report so Lori offered to send him a copy of the report she did for the 2020 HOA Annual Meeting as a starting point.

**Committee Reports:**

Lori has requested from Committee chairs and will combine them into one document. She will write the report for Safety & Compliance since there is no committee at this point.

**2021 Annual Meeting Minutes:**

These were approved by the Board and have been on the website since early 2021. We just need to have final approval at the Annual Meeting.

**Tally Ballots and Proxies:**

Pam Fox agreed to tally the ballots and proxies for the Board again this year.

**Email Meeting Reminder:**

Lori will send the email with the meeting link to Pam, who will send it out to our list.

**Master Plan for Areas Around Subdivision**

Lori will post them to our website, and she will draft a template for homeowners to customize and send to Yukon City Council (Depending on interest the template letter will be done after the Annual Meeting.)

**Other Old Business**

David did not have time to meet with White Management for touching base meeting, but he said he would do this.

**NEW BUSINESS**

**Dues Notices**

Notices didn't go out in early Jan. White Mgmt. was waiting to hear about the possible dues increase that was discussed at last year's Annual Meeting. Tom also said that they have been very busy due to Covid. A dues increase was a topic at the 2021 annual meeting but never discussed or voted on by the 2021 Board. Tom reported that notices were sent out on Jan 14. Homeowners still have until March 1 to pay without late fee, so this date provides sufficient notice.

**Requirement of Two Signatures on All Checks**

Lori talked to Tom White about our HOA's requirement to have two signatures on all checks. He reported that we don't currently have a back-up for Jonathon for 2<sup>nd</sup> check signature. He stated that none of their other HOAs require two signatures on checks (this is an ongoing complaint from White Management). Tom White is concerned about this issue and feels that vendors are not always paid in a timely manner due to waiting on a second signature. He feels it makes more sense to get a second signature on unusual items. Tom requested that we let him sign checks—at least for regularly budgeted items such as mowing, spraying, utilities, etc. Lori told him that she would bring this to the Board.

Lori and David discussed this issue and agreed that we should have fewer restrictions on two signature check requirements. David made the following motion: We agree to allow one signature on checks for standard ongoing bills such as utilities, mowing, spraying, Zoom, website hosting, our storage building, etc., as well as any other standard items on a list provided by the Board. We will require two signatures

on ALL checks over \$2,000, regardless of the purpose, and for one-time purchases over \$100. As a condition of this change, the management company must agree to provide a written report listing all items paid on behalf of the HOA, by the 5<sup>th</sup> business day following the end of the month. Lori seconded the motion, and it was approved. Lori will notify White Management in writing of the changes.

**Process for responding to FR email box** (Carryover from Dec meeting)

Currently the only people with mailbox access are Jonathon Leidy and Pam Fox. We agreed that at least one other Board member needs access to email. The current situation points to the danger of having such limited access. David said that two-factor authentication is complicating any changes to access. We agreed that if we can't fix this, we need to switch to a new mail address, but not until after the Annual Meeting. David suggested checking into our website host: Weebly/Square to see what options we have.

**Developer's Master Plan for Frisco Ridge** (Carryover from Dec meeting)

Lori outlined the issue: the biggest problem with the plan is that, if implemented, we would have commercial property with two access points from Frisco Ridge Drive—both across from our park and soccer field. This creates child safety concerns. The proposed office building backs up to the HOA's original pond! On positive note, may have access to parking lot on weekends for FR activities. Lori proposed that this issue be addressed at the Annual Meeting. The master plan maps will be posted on the website. We will try to get support at the Annual Meeting for a letter writing campaign to the Yukon City Council.

**Potential for Reduced Board Activity** (Carryover from Dec meeting)

This was already discussed at the beginning of the meeting. The neighborhood is too big to have the work done by one or two Board members. David said that if we don't get others interested in being on the Board in 2022, we may have to hire a full-service management company at a higher cost, to do much of the work. Another option is to significantly reduce what we can accomplish with fewer people on the Board. This will be discussed at the Annual Meeting.

**Other New Business**

There was no other new business.

**Schedule February Board Meeting**

-Transition Board Meeting will be held Sat, Feb 12, at 10:00am

**Adjournment**

The meeting was adjourned at 11:49am.