

***Sunny Brook Farms HOA***  
***Meeting Agenda***

October 19th, 2023

6:30 pm

Type of Meeting: Subdivision Meeting

Location: Rock Community Fire Station #5

- I. Call to order
- II. Roll call
- III. Approve Minutes from previous meeting.
- IV. Approve Financials from previous quarter.
- V. Reconciled Items
- VI. Open issues
- VII. New business
- VIII. Resident Comments/Concerns
- IX. Executive Session
- X. Adjournment

Sunny Brook Farms Association Meeting Minutes

Board of Directors Meeting- April 13th, 2023

1. Call to order: 6:30 PM, In attendance- Andrew Helgeson, Natalie Ventimiglia, Rachel Weber, Jose Ochoa, and Tom Brinkmeyer (Trustees), 13 residents in attendance.
2. Agenda:
  - Approval of the Minutes from January 2023 meeting. Motion by Ventimiglia, 2<sup>nd</sup> Ochoa
  - Approval of Financials from January, February, and March 2023. Motion by Helgeson, seconded by Ventimiglia.
  - We are sitting at around \$35,979 with a few outstanding bills of streetlights of around \$1,500, new tops with LED's. Resident had a question about how the poles were leased and they used to upgrade them at no charge. They no longer do.
  - **Reconciled items:** No new expenses needed to be approved. Brinkmeyer was re-elected to serve on the board of trustees for a 5 year term.
  - **Open issues:** Ross Hardy from Criterion is here to speak about the reserve study that was completed to look over streets, sewers, etc. We wanted to have a game plan for the future of the subdivision. We need to plan some indenture changes. One that was discussed was the percentage of votes is a high threshold to get anything done- from 75% to 35%. A resident questioned why we would consider the minority speaking for the majority? The board expressed difficulty getting 51% of the residents to sign on for free county maintenance. Also, the attendance at the meeting was around 10% with two mailers sent out strongly recommending attendance at this important meeting with the reserve study being completed. What is the norm for most HOA's? The norm is 35% or less. Another suggestion from Ross Hardy was that a no show or no ballot returned would be considered a "no vote." Other changes for indentures would be more clarity on maintaining homes. They lack specifics.

- **Reserve Study:** Ross Hardy went over the highlights of the reserve study (a financial analysis of our capital assets, not annual maintenance, or operational expenses.) Anything that is at least \$2000 for replacement or repair. We have streetlights, common areas, drainage issues, signage (any type of funding that the homeowners are responsible for) Our goal is to plan for projects that come to try to avoid special assessments. Each component is given an expected life and is prepared for 20 years out. The report has not been sent out yet. It is 70 pages. They prepared 2 reports, one for with the county continuing with the roads and one if we take back responsibility for them. The report included 3.5% for inflation. Historically it has been 3%, but right now is running higher. Over the 20 years we are looking at \$140,000 for capital expenditures. We do not currently have a reserve and that is why we have had several special assessments. So, without a reserve that means we will be negative \$140,000 after 20 years. Criterion recommends a couple of options: one to increase to a dollar amount and another to add 3% each year. The average contribution per homeowner would be \$80-85. If we included the streets in our responsibility, it would be an average of \$800-830 per homeowner. That estimate is replacing 5% of the road per year. The cost of the roads over 20 years is expensive, around 1.4 million. The 4 main expenses are drainage repairs on common ground, streetlights, signage, and drop-in basins (\$850-1500 just for the cost of replacement). The appendices show the details with photos. ROI is predicted at 1.5%. There is potential for interest income with the savings account. It is recommended that we have a reserve fund balance for at least 2 years of capital expenditures. i.e., ours is \$10,000 annually so we would want to at least have \$20,000.
- **Questions on the Reserve Study:** A resident asked: why is the study taken out 20 years? Many of our expenses reoccur over a longer period, i.e., light poles need to be replaced in 16 years and 20 years is standard practice. Same resident asked: what if we took the recommendation of the county not taking care of the roads and we didn't need the excess? Would there be a decrease in the reserve amount? Criterion doesn't recommend following the option because

the county does maintain the roads. It was given mostly for a comparison if that came to pass, and we had to maintain the roads ourselves. Another resident asked how big is the retaining wall that needs replacement? Resident offered a suggestion of how to fix it and approximate costs. The survey showed that it is not common ground, but drainage areas are supposed to be maintained by the HOA. The cement company uses left over concrete and they were \$25 each so it was about \$160 to have a couple installed. At Kelly Drive, the curb was cut out and that could cause wash out down the road. We are working with the sheriff's office and a resident asked if we are taking legal action. A suit by a prosecuting attorney, small claims court, or call the county for a quote and send a bill to the homeowner who did the damage are all options. Are we getting the other 2 stop signs? They are working on them after winter. The "s" curve is dangerous with cars speeding in that area. Since the roads are public use, we can call the county sheriff to patrol the speeding on the roads. Another suggestion was made to make a floating island at the top of the hill for another stop sign at the intersection since it is too far from the property on the corner. Another resident asked: how does a reserve fund work? City and Village would take a portion of the assessment each year into a reserve account separate from our operating expenses. We prefer not to manage the account, but at some point, in the future with enough reserve we could perhaps get some interest income.

- **Roads:** There is no estimated timeframe for when the county will start road replacement. Patchwork can be done, and they are responsive to requests that are sent to them. The web address is posted on our website.

3. Scheduled next meeting: July TBD 6:30 pm @Rock Community Fire Station #5

4. Went to executive session at 8 pm

Adjournment at 8:20 pm

**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
04/01/2023 through 04/30/2023**

## Item IV

Account Name: Primary

		04/01/2023 through 04/30/2023	YTD
<b>Beginning Balance</b>		<b>\$35,979.45</b>	<b>\$26,088.54</b>
<b>Receipts</b>			
0009	Legal and Costs Recovered	\$0.00	\$131.75
0012	Trustee Assessment	\$2,581.00	\$16,400.00
0027	Recording & Releasing	\$110.00	\$165.00
0031	Late Fees	\$200.00	\$641.00
<b>Total Receipts</b>		<b>\$2,891.00</b>	<b>\$17,337.75</b>
<b>Disbursements</b>			
1200	General Liability Insurance	\$0.00	-\$832.00
3500	Reserve Study	\$0.00	-\$1,200.00
5500	Electric Expenses	-\$363.76	-\$1,451.85
5700	Postage	\$0.00	-\$180.81
5720	Office and Copy Supplies	\$0.00	-\$60.14
5725	Recording Fees	\$0.00	-\$54.00
5900	Collection Fee	-\$222.48	-\$1,363.28
<b>Total Disbursements</b>		<b>-\$586.24</b>	<b>-\$5,142.08</b>
<b>Ending Balance</b>		<b>\$38,284.21</b>	<b>\$38,284.21</b>

**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
04/01/2023 through 04/30/2023**

Item IV

Account Name: Primary

**Receipts**

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
	Collection	Recording & Releasing	\$110.00	0027
	Collection	Trustee Assessment	\$2,581.00	0012
	Collection	Late Fees	\$200.00	0031
<b>Total Receipts</b>			<b>\$2,891.00</b>	

**Disbursements**

Date	Deposit/Check #	Received From/PayableTo	Amount	Posting Code
04/20/2023	EFT	Ameren Missouri	-\$363.76	5500
04/30/2023	00009409	City & Village Tax Office, L.L.C.	-\$222.48	5900
<b>Total Disbursements</b>			<b>-\$586.24</b>	

**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
04/01/2023 through 04/30/2023**

## Item IV

<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
85-4/23	Late Fees		20.00
85-4/23	Trustee Assessment		200.00
			<b>220.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
80-4/23	Trustee Assessment		200.00
80-4/23	Late Fees		20.00
			<b>220.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
09-4/23	Trustee Assessment		200.00
			<b>200.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
66-4/23	Trustee Assessment		200.00
			<b>200.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
13-04/23	Trustee Assessment		200.00
			<b>200.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
46-04/23CC	Trustee Assessment		200.00
			<b>200.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
35-4/23	Trustee Assessment		200.00
			<b>200.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
19-04/23CC	Trustee Assessment		200.00
			<b>200.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
03-04/23	Trustee Assessment		200.00
			<b>200.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2020 to 12/31/2020</b>	
27-04/23cc	Recording & Releasing		55.00
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2021 to 12/31/2021</b>	
19-04/23CC	Late Fees		119.00
27-04/23cc	Recording & Releasing		55.00
27-04/23cc	Late Fees		41.00
19-04/23CC	Trustee Assessment		181.00
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
19-04/23CC	Trustee Assessment		200.00
			<b>651.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
01-4/23	Trustee Assessment		200.00
			<b>200.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	

05-4/23

Trustee Assessment

200.00

200.00

**Totals**

Late Fees: \$200.00  
Recording & Releasing: \$110.00  
Trustee Assessment: \$2,581.00

Item IV



## Item IV

**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
05/01/2023 through 05/31/2023**

**Account Name: Primary**

		<b>05/01/2023 through 05/31/2023</b>	<b>YTD</b>
<b>Beginning Balance</b>		<b>\$38,284.21</b>	<b>\$26,088.54</b>
<b>Receipts</b>			
0009	Legal and Costs Recovered	\$0.00	\$131.75
0012	Trustee Assessment	\$1,100.00	\$17,500.00
0027	Recording & Releasing	\$50.00	\$215.00
0031	Late Fees	\$90.00	\$731.00
<b>Total Receipts</b>		<b>\$1,240.00</b>	<b>\$18,577.75</b>
<b>Disbursements</b>			
1200	General Liability Insurance	\$0.00	-\$832.00
3500	Reserve Study	\$0.00	-\$1,200.00
5500	Electric Expenses	-\$363.40	-\$1,815.25
5700	Postage	\$0.00	-\$180.81
5720	Office and Copy Supplies	\$0.00	-\$60.14
5725	Recording Fees	-\$81.00	-\$135.00
5900	Collection Fee	-\$95.20	-\$1,458.48
<b>Total Disbursements</b>		<b>-\$539.60</b>	<b>-\$5,681.68</b>
<b>Ending Balance</b>		<b>\$38,984.61</b>	<b>\$38,984.61</b>

**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
05/01/2023 through 05/31/2023**

Item IV

**Account Name: Primary****Receipts**

<b>Date</b>	<b>Deposit/Check #</b>	<b>Received From/PayableTo</b>	<b>Amount</b>	<b>Posting Code</b>
	Collection	Trustee Assessment	\$1,100.00	0012
	Collection	Late Fees	\$90.00	0031
	Collection	Recording & Releasing	\$50.00	0027
		<b>Total Receipts</b>	<b>\$1,240.00</b>	

**Disbursements**

<b>Date</b>	<b>Deposit/Check #</b>	<b>Received From/PayableTo</b>	<b>Amount</b>	<b>Posting Code</b>
05/04/2023	EFT	City & Village Tax Office LLC	-\$81.00	5725
05/18/2023	EFT	Ameren Missouri	-\$363.40	5500
05/31/2023	00009636	City & Village Tax Office, L.L.C.	-\$95.20	5900
		<b>Total Disbursements</b>	<b>-\$539.60</b>	

**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
05/01/2023 through 05/31/2023**

## Item IV

<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
61-05/23ACH	Trustee Assessment		100.00
61-05/23ACH	Late Fees		10.00
			<b>110.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
57-05/23CC	Trustee Assessment		200.00
			<b>200.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
27-5/23	Trustee Assessment		200.00
27-5/23	Late Fees		20.00
			<b>220.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
82-05/23CC	Late Fees		20.00
82-05/23CC	Trustee Assessment		200.00
			<b>220.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
03-05/23CC	Late Fees		20.00
03-05/23CC	Trustee Assessment		200.00
			<b>220.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2020 to 12/31/2020</b>	
30-5/23	Recording & Releasing		50.00
			<b>50.00</b>
<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
28-05/23	Trustee Assessment		200.00
28-05/23	Late Fees		20.00
			<b>220.00</b>

**Totals**

**Late Fees: \$90.00**  
**Recording & Releasing: \$50.00**  
**Trustee Assessment: \$1,100.00**

**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
06/01/2023 through 06/30/2023**

Item IV

**Account Name: Primary**

		<b>06/01/2023 through 06/30/2023</b>	<b>YTD</b>
<b>Beginning Balance</b>		<b>\$38,984.61</b>	<b>\$26,088.54</b>
<b>Receipts</b>			
0009	Legal and Costs Recovered	\$0.00	\$131.75
0012	Trustee Assessment	\$0.00	\$17,500.00
0027	Recording & Releasing	\$0.00	\$215.00
0031	Late Fees	\$0.00	\$731.00
<b>Total Receipts</b>		<b>\$0.00</b>	<b>\$18,577.75</b>
<b>Disbursements</b>			
1200	General Liability Insurance	\$0.00	-\$832.00
2000	Common Ground Maintenance	-\$135.00	-\$135.00
3500	Reserve Study	\$0.00	-\$1,200.00
5500	Electric Expenses	-\$1,685.64	-\$3,500.89
5700	Postage	\$0.00	-\$180.81
5720	Office and Copy Supplies	\$0.00	-\$60.14
5725	Recording Fees	\$0.00	-\$135.00
5900	Collection Fee	\$0.00	-\$1,458.48
<b>Total Disbursements</b>		<b>-\$1,820.64</b>	<b>-\$7,502.32</b>
<b>Ending Balance</b>		<b>\$37,163.97</b>	<b>\$37,163.97</b>

## Item IV

**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
06/01/2023 through 06/30/2023**

**Account Name: Primary**

**Disbursements**

<b>Date</b>	<b>Deposit/Check #</b>	<b>Received From/PayableTo</b>	<b>Amount</b>	<b>Posting Code</b>
06/09/2023	EFT	Ameren Missouri	-\$363.15	5500
06/28/2023	31950343	Ameren Missouri	-\$1,322.49	5500
06/30/2023	31950344	Midlands Mainteance	-\$135.00	2000
<b>Total Disbursements</b>			<b>-\$1,820.64</b>	

## Item IV

**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
07/01/2023 through 07/31/2023**

**Account Name: Primary**

		<b>07/01/2023 through 07/31/2023</b>	<b>YTD</b>
<b>Beginning Balance</b>		<b>\$37,163.97</b>	<b>\$26,088.54</b>
<b>Receipts</b>			
0009	Legal and Costs Recovered	\$0.00	\$131.75
0012	Trustee Assessment	\$400.00	\$17,900.00
0027	Recording & Releasing	\$5.00	\$220.00
0031	Late Fees	\$120.00	\$851.00
<b>Total Receipts</b>		<b>\$525.00</b>	<b>\$19,102.75</b>
<b>Disbursements</b>			
1200	General Liability Insurance	\$0.00	-\$832.00
2000	Common Ground Maintenance	\$0.00	-\$135.00
3500	Reserve Study	\$0.00	-\$1,200.00
3605	Postoffice Box Rental	-\$248.00	-\$248.00
5500	Electric Expenses	-\$362.66	-\$3,863.55
5700	Postage	\$0.00	-\$180.81
5720	Office and Copy Supplies	\$0.00	-\$60.14
5725	Recording Fees	\$0.00	-\$135.00
5900	Collection Fee	-\$41.60	-\$1,500.08
<b>Total Disbursements</b>		<b>-\$652.26</b>	<b>-\$8,154.58</b>
<b>Ending Balance</b>		<b>\$37,036.71</b>	<b>\$37,036.71</b>

**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
07/01/2023 through 07/31/2023**

Item IV

**Account Name: Primary****Receipts**

<b>Date</b>	<b>Deposit/Check #</b>	<b>Received From/PayableTo</b>	<b>Amount</b>	<b>Posting Code</b>
	Collection	Trustee Assessment	\$400.00	0012
	Collection	Late Fees	\$120.00	0031
	Collection	Recording & Releasing	\$5.00	0027
		<b>Total Receipts</b>	<b>\$525.00</b>	

**Disbursements**

<b>Date</b>	<b>Deposit/Check #</b>	<b>Received From/PayableTo</b>	<b>Amount</b>	<b>Posting Code</b>
07/20/2023	EFT	Ameren Missouri	-\$362.66	5500
07/28/2023	31950345	Postmaster	-\$248.00	3605
07/31/2023	00000037	City & Village Tax Office, L.L.C.	-\$41.60	5900
		<b>Total Disbursements</b>	<b>-\$652.26</b>	

**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
07/01/2023 through 07/31/2023**

## Item IV

<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2020 to 12/31/2020</b>	
24-07/23	Recording & Releasing		5.00
			<b>5.00</b>

<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
50-07/23CC	Trustee Assessment		200.00
50-07/23CC	Late Fees		60.00
			<b>260.00</b>

<b>Dep. #</b>	<b>Trustee Assessment</b>	<b>01/01/2023 to 12/31/2023</b>	
32-07/23CC	Late Fees		60.00
32-07/23CC	Trustee Assessment		200.00
			<b>260.00</b>

**Totals**

**Late Fees: \$120.00**  
**Recording & Releasing: \$5.00**  
**Trustee Assessment: \$400.00**



**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
08/01/2023 through 08/31/2023**

Item IV

**Account Name: Primary**

		<b>08/01/2023 through 08/31/2023</b>	<b>YTD</b>
<b>Beginning Balance</b>		<b>\$37,036.71</b>	<b>\$26,088.54</b>
<b>Receipts</b>			
0009	Legal and Costs Recovered	\$0.00	\$131.75
0012	Trustee Assessment	\$0.00	\$17,900.00
0027	Recording & Releasing	\$0.00	\$220.00
0031	Late Fees	\$0.00	\$851.00
<b>Total Receipts</b>		<b>\$0.00</b>	<b>\$19,102.75</b>
<b>Disbursements</b>			
1200	General Liability Insurance	\$0.00	-\$832.00
2000	Common Ground Maintenance	\$0.00	-\$135.00
3500	Reserve Study	\$0.00	-\$1,200.00
3605	Postoffice Box Rental	\$0.00	-\$248.00
5500	Electric Expenses	-\$363.38	-\$4,226.93
5700	Postage	\$0.00	-\$180.81
5720	Office and Copy Supplies	\$0.00	-\$60.14
5725	Recording Fees	-\$33.00	-\$168.00
5900	Collection Fee	\$0.00	-\$1,500.08
<b>Total Disbursements</b>		<b>-\$396.38</b>	<b>-\$8,550.96</b>
<b>Ending Balance</b>		<b>\$36,640.33</b>	<b>\$36,640.33</b>

CODE # 3195

**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
08/01/2023 through 08/31/2023**

Item IV

**Account Name:** Primary

**Disbursements**

<b>Date</b>	<b>Deposit/Check #</b>	<b>Received From/PayableTo</b>	<b>Amount</b>	<b>Posting Code</b>
08/11/2023	EFT	City & Village Tax Office LLC	-\$33.00	5725
08/18/2023	EFT	Ameren Missouri	-\$363.38	5500
<b>Total Disbursements</b>			<b>-\$396.38</b>	

**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
09/01/2023 through 09/30/2023**

## Item IV

Account Name: Primary

		09/01/2023 through 09/30/2023	YTD
<b>Beginning Balance</b>		<b>\$36,640.33</b>	<b>\$26,088.54</b>
<b>Receipts</b>			
0009	Legal and Costs Recovered	\$0.00	\$131.75
0012	Trustee Assessment	\$0.00	\$17,900.00
0027	Recording & Releasing	\$0.00	\$220.00
0031	Late Fees	\$0.00	\$851.00
<b>Total Receipts</b>		<b>\$0.00</b>	<b>\$19,102.75</b>
<b>Disbursements</b>			
1200	General Liability Insurance	\$0.00	-\$832.00
2000	Common Ground Maintenance	\$0.00	-\$135.00
3500	Reserve Study	\$0.00	-\$1,200.00
3605	Postoffice Box Rental	\$0.00	-\$248.00
5500	Electric Expenses	-\$363.65	-\$4,590.58
5700	Postage	\$0.00	-\$180.81
5720	Office and Copy Supplies	\$0.00	-\$60.14
5725	Recording Fees	\$0.00	-\$168.00
5900	Collection Fee	\$0.00	-\$1,500.08
<b>Total Disbursements</b>		<b>-\$363.65</b>	<b>-\$8,914.61</b>
<b>Ending Balance</b>		<b>\$36,276.68</b>	<b>\$36,276.68</b>

CODE # 3195

**Trustees of Sunny Brook Farm  
Income & Disbursement Statement  
09/01/2023 through 09/30/2023**

Item IV

**Account Name:** Primary

**Disbursements**

<b>Date</b>	<b>Deposit/Check #</b>	<b>Received From/PayableTo</b>	<b>Amount</b>	<b>Posting Code</b>
09/14/2023	EFT	Ameren Missouri	-\$363.65	5500
		<b>Total Disbursements</b>	<b>-\$363.65</b>	

## Item V

### Reconciled Items –

1. Approved Solar install at 4000 Sunnybrook Drive – Kenneth Boelling
  - a. Full consensus from board of approved plan for placement
2. Approved the proposal of service and payment of \$135 for Midlands Maintenance for Common Grounds
  - a. Motion by Ochoa
  - b. Seconded by Brinkmeyer
3. Approved replacement of 13 light tops to LED – and painting – for total cost of \$1,322.49
  - a. Motion by Ochoa
  - b. Seconded by Helgeson
4. Approved renewal of USPS P.O. Box for HOA business – total cost of \$248
  - a. Motion by Helgeson
  - b. Seconded by Brinkmeyer
5. Approved driveway widening request for 4214 Sunny Glen Ct. – Jeremy Hermann
  - a. Full consensus of board of the approved plan for the project

### Open Issues –

1. Updating of Indentures (Slow Process)
  - a. Trustees continue to meet and review
  - b. Looking for Community involvement – forming of committees to help with updating
  - c. Draft to be provided
2. Reserve Study for HOA Update
  - a. Ross Hardy presented at April Meeting – Meeting minutes reflect discussions
  - b. Summary of overall health of the HOA/Subdivision posted online for review
  - c. Future goals/plans
  - d. Provides financial health outlook in hopes to avoid further special assessments
3. Consolidated Trash Service – Ochoa
  - a. Moved to indenture discussion as this change is required to be in Indentures
4. Requested additional cleaning/mowing of Common areas by Midlands Maintenance
  - a. Was advised it would be completed this week – will follow up.

## Item VII

### New Business –

1. Jefferson County contracted for Snow Plowing – 2<sup>nd</sup> year
  - a. Last season was sub-contracted to private – most likely to be the same
2. Road repairs
  - a. Continue to turn in work requests with County (through site) for issues
  - b. More reports, the better
  - c. Plans continue by county for full replacements.

### Questions and Concerns –

1. Open for questions