

Centennial Trails HOA – Board meeting

Thursday, February 25, 2021

This was a virtual meeting held via the Zoom platform due to the COVID-19 pandemic.

These minutes approved by the board by email Feb. 28, 2021.

Board present:

Ryan Lowe (President)
Doug Sparks (Vice President)
Michael Ting (Vice President)
David Klamann (Treasurer)
Randy Doriese (Secretary; recording minutes)

Board absent:

none

Community:

Robert Smith

Agenda:

- 1) testing of Zoom connections by CTHOA members ahead of the annual meeting.
- 2) confirmation of the date, time, and agenda of the annual meeting.
- 3) discussion of how to handle proxies at the (virtual) annual meeting.
- 4) discussion of 2020 expense report and 2021 budget, including the board's recommendation of 2021 annual dues.
- 5) nominations for the election of board members. The three-year terms of Ryan Lowe and Michael Ting are expiring. Each has elected not to volunteer to serve another term.
- 6) proposal of any motions for the annual meeting.
- 7) coordination of mailer packets of annual-meeting info to all CTHOA members.

7:06p: Ryan calls us to order

1) Testing of Zoom connections.

The Zoom meeting seems to work ok. All six meeting attendees can see and hear each other, though the audio is sometimes spotty. We agree to use Zoom for the annual meeting of the membership.

2) Annual meeting.

The annual meeting of the association is proposed to be held Thursday, March 18 at 7pm (via the Zoom platform). Proposal accepted via 5–0 vote.

Suggested Agenda for annual meeting (accepted via 5–0 vote):

- 0) Establishment of quorum and welcome.
- 1) Acknowledgement of volunteers and donors
 - a) new picnic table in HOA park
 - b) snow removal
 - c) other acknowledgements proposed from the floor?
- 2) 2020 financial report and 2021 budget and dues
- 3) spring cleanup?
- 4) neighborhood gatherings?
- 5) open floor to comments and to proposed motions.
- 6) election of two board members.

3) How to handle proxies at the (virtual) annual meeting.

Our concern: because the meeting will be virtual, it will be difficult for the board members to verify paper proxy forms. Usually this is done in person at the beginning of the annual meeting, during the establishment of quorum. After some discussion, we decide to require that paper proxy forms be submitted to the board by the day before the annual meeting. Doug Sparks will be the board's designated proxy collector and verifier. The proxy form will contain instructions that signed forms must be delivered (via U.S. mail or in person) to Doug's home by the day before the meeting.

4) 2020 expense report and 2021 budget and annual dues.

David presents the 2020 expense report. We were \$3,628.35 under budget in 2020. The biggest differences between budgeted and actual expenses were that lawn maintenance was about \$1100 under budget and there were no large expenditures in our "miscellaneous" category (budgeted \$2k; spent \$235).

We propose the following budget for 2021:

Lawn:	\$12,500
Water:	\$2,400
Snow Removal:	\$3,750
Xcel electricity:	\$175
Insurance:	\$670
Miscellaneous:	<u>\$2,000</u>
Total:	\$21,495

We propose to maintain the annual dues of \$550 per lot in 2021. This will be \$20,350 in income. Thus, we are budgeting a \$1,145 surplus in 2021. The board votes 5-0 to propose the recommended budget and dues to the association at the annual meeting.

5) board nominations.

Ryan Lowe's and Michael Ting's three-year seats will be up for election at the annual meeting. Neither is interested in running again. The board thanks Ryan and Michael for their service.

Robert Smith and Beth Ornstein are nominated. The board accepts these nominations via a 5–0 vote. Robert and Beth will be on the ballot at the March 18 annual meeting. Other nominations may be made from the floor at the annual meeting.

6) Suggest motions for the annual meeting.

No motions are suggested.

7) Coordination of mailer packets for the annual meeting.

State law requires CTHOA to make U.S. Mailing of paper copies our default method of distribution of the annual-meeting announcement and related meeting materials. We will also send these materials via email attachment to all owners and will post them on the HOA website.

David volunteers to prepare and mail the paper packets to all owners who have not opted out. Randy will make another attempt to solicit via email more volunteers to opt out of paper mailers (for this meeting only) before we go into production on the paper mailers. So far, 13 of our 37 lot owners have opted out.

Adjourn 8:01pm.