

**BIRKDALE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Nov 3, 2022 6:00pm**

**Welcome & Call to Order, Roll Call & Quorum** – President called meeting to order at 6:01pm.

Present were Karen Moyer (President), Ryan McCord (Vice President), Christopher Brooks (Secretary) and Tony Russo (Member at large). Susan Lipp (Treasurer) was absent. Quorum was met.

Also present were committee chairs: Earl Bishop - Covenants Committee (acting), Lee Kemmett - ARC Committee, Wayne Bass (Grounds Committee) and Christopher Brooks - Communications Committee. Lee Ann King, Property Manager from ACS West was also present.

**Approval of Agenda & Adjournment Time:**

- Motion from Karen: Approval of Agenda and Adjournment time to be 7:00pm.
  - Second: Christopher Brooks
  - Vote: 4 in favor, 0 against
  - Resolved: Motion carried

**Approval of prior meeting Minutes:**

- Motion from Karen: Approval of prior meeting minutes of August 18<sup>th</sup> and September 8<sup>th</sup>, 2022.
  - Second: Christopher Brooks
  - Vote: 4 in favor, 0 against
  - Resolved: Motion carried

**Reports**

- President:
  - Wreath fluffing event upcoming, Fall Festival was an overwhelming success.
- Treasurer:
  - Lee Ann spoke to last month's operating expenses as posted in the Birkdale Bulletin. Reminder of upcoming reserve study.
- Covenants Committee:
  - There are 5 houses that require escalated action on non-compliance with violation letters.
- ARC Committee:

- Steady submission of ARC requests, going forward all surveys requested by HOA will get a written report from the surveyor.
- Grounds Committee:
  - Discussion occurred regarding an abundance of property boundary violations that exist on HOA property however, due to ARC not being able to inspect private property to verify approved plans were followed we only hear when someone complains.
  - Wayne stepped down after 14 years of service.
- Social Committee
  - The Fall festival was a great success thank you to all the attendees and volunteers.
  - Social Committee survey underway for suggestions of future social events
  - Drive-by Santa needs a Santa and driver

### **Old Business**

- Old Bond: Picnic tables / Gazebo survey
  - Motion from Karen: Remove shrubs, add a picnic table and lighting for a gathering spot alongside Royal Birkdale approaching Old Bond pending estimates.
    - Second: Christopher Brooks
    - Vote: 4 in favor, 0 against
    - Resolved: Motion carried
  - Motion from Karen: Forgo placement of gazebo at the corner Royal Birkdale and Old Bond.
    - Second: Christopher Brooks
    - Vote: 4 in favor, 0 against
    - Resolved: Motion carried

### **New Business**

- Reserves 2023 investment proposal
  - Motion from Karen: Table the discussion until Susan returns and can answer additional questions.
    - Second: Ryan McCord
    - Vote: 4 in favor, 0 against
    - Resolved: Motion carried
  - Review of investment proposal documentation
  - Lee Ann suggested leaving investment option open to CDs in addition to T-Bills

- Lee Ann suggested splitting between long-term and short-term investments then leaving 100k in reserves
- Wayne suggests investing 100k and leaving more cash in reserves
- Winterpock Road entrance lease
  - Motion from Karen: HOA to repair wall pending additional estimates.
    - Second: Ryan McCord
    - Vote: 4 in favor, 0 against
    - Resolved: Motion carried
  - Discussion occurred regarding who is responsible for the maintenance of the wall alongside Winterpock
  - Wall requires maintenance - initial estimates around \$7k
- Grounds Committee Chair appointment
  - Motion from Karen: John Lipp will take over the groups committee chair position.
    - Second: Ryan McCord
    - Vote: 4 in favor, 0 against
    - Resolved: Motion carried
  - Grounds committee chair to report to Ryan McCord (Vice President)
  - Authorization for John to sign contract and approve bills needs to be issued
- ARC and Governance committee guidelines proposal
  - Motion from Karen: Approve changes to ARC guidelines as an amendment to the existing guidelines.
    - Second: Ryan McCord
    - Vote: 4 in favor, 0 against
    - Resolved: Motion carried
  - Review of proposal
  - Independent contractor review of solar efficiency for solar panels notice needs to be put in website FAQ
  - Updated welcome package needs to be sent to Lee Ann
- 2023 Birkdale Event Calendar
  - Motion from Karen: Approve 2023 calendar as presented.
    - Second: Christopher Brooks
    - Vote: 4 in favor, 0 against

- Resolved: Motion carried
- Central electronic data/document repository recommendation
  - Motion from Karen: Table discussion pending review of paper records for physical retention, retention policies, and viable cost effective solution.
    - Second: Christopher Brooks
    - Vote: 4 in favor, 0 against
    - Resolved: Motion carried
  - Proposed solution OwnCloud
  - Creation of @BirkdaleOnline email addresses
- HOA Property encroachment
  - Motion from Karen: To be discussed in executive session.
    - Second: Ryan McCord
    - Vote: 4 in favor, 0 against
    - Resolved: Motion carried

#### **Member Voice**

- Resident praised the effort toward the Fall Festival, wished to recognize Susan Lipp for her efforts.
- Earl would like board to investigate “fenced property” owned by HOA that could used for event space. Board to visit.
- Resident questioned why HOA payments are sent to an Arizona bank. Lee Ann explained that bank deposits checks without fee and the postage is the same so there is no additional cost.
- Resident wishes to thank the golf course for posting “no trespassing” signs alongside the lake as it has reduced parking and trespassing.

#### **Executive Session**

7:35pm, Karen motioned that we end common session and go into Executive Session.

Motion carried: 4-0.

- Motion from Karen: Enter executive session
  - Second: Ryan McCord
  - Vote: 4 in favor, 0 against
  - Resolved: Motion carried
- Motion from Karen: Exit executive session
  - Second: Ryan McCord
  - Vote: 4 in favor, 0 against
  - Resolved: Motion carried

- Executive Session started at 7:35pm.
- Executive Session exited at 8:02pm.
- There were no decisions to be motioned.

**Adjournment** at 8:05pm