

**Board of Directors Meeting Minutes**

November 11, 2021 at 12noon via Zoom



Attending: Scott McArthur, Director  
Heidi Bollum, Director  
Donn Durgan, Director  
Sarah Leverett, Director  
Jim Frank, Director  
Joe Frank, Director

Gil Pierce, Association Manager, RPM  
Brandi Gimbel, Association Manager, RPM  
Melissa Owens, Association Admin, RPM

The Board Meeting was called to order at 12 noon via zoom.

The intent of this meeting is the review and discuss the proposed 2022 Budget, which includes an increase in assessments effective January 1.

List of Questions from the board attached.  
*(Melissa joined at 12:36)*

A Memorandum of Understanding was discussed and will be sent to the board upon completion. This outlines the percentages each area pays towards assessments.

Landscaping was discussed and the schedule that outlines amounts for each service from Greenleaf will be sent to the board to review.

Fitness Center expenses are allocated based on usage, which also includes fobs. A breakout of fob allocations to each section of the HOA/BOA is used in calculating the share due from each but we do not have data on actual fob usage at this time.

A map will be sent to the board outlining what is inside and what is outside of the HOA.

Despite the assessment increase last year and the adjustments requested by the Board, cash flow is still at \$1700. Much of this cash flow was generated by lack of use/services related to covid, which is expected to change when increased usage returns. Considering this, an assessment increase is still advised.

Melissa will add a percentage of monthly dues column in the 2022 Budget for presentation to the members. This increase is primarily driven by wage increases, which is reflected in the increased budget in HOA services.

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The next step will include notice to the membership with an invitation to a Budget Ratification Meeting via Zoom in mid-December. Unless a majority of the members attend the meeting to reject, the 2022 Budget is automatically ratified. This is the same process we've always followed, but it's usually taken place at the Annual Meeting in the spring. It makes more sense to allow owners an opportunity to reject the budget before it's imposed, which is why we're switching to this model.

When discussion concluded, the Board unanimously approved a motion to adopt the 2022 Budget, which includes an assessment increase for both main and townhomes. Effective 1/1/22, monthly dues increased from \$100 to \$110 for the Main Association single family homes and the Townhomes increased from \$200 to \$215.

With no other business rightfully brought before the Board, the meeting was adjourned at 1pm.

Respectfully submitted,  
Melissa Owens, AMS, CMCA  
Association Admin, Rockwood Property Management