

## November 3 and November 17 Summerfield HOA Board Minutes

### Board Contact Information

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There were two November HOA board meetings that took place in November to deal with the transition to the new community management company. Notes are consolidated.

### November 3 Minutes

- Actions:
  - Jill and Kristin still looking for articles of incorporation, signed versions of CC&Rs
  - Chelsea to send Monika Rob's contact information for ACC
  - Chelsea to send landscape contract to Monika
  - Liz to send previous landscaping bids to Monika
  - Monika to send language about what it's like to be on the board
  - Jill to update gmail auto-reply with EMB contact information

### Updates:

- Letter to homeowners should be received this week
- If we don't find approved/recorded articles of incorporation, we can request from County.
- 2022 Budget: Monika to help us start developing 2022 budget
- No pending special assessments or legal matters.
- Updated ACC approval process with EMB:
  - ACC form sent to EMB
  - EMB sends to ACC chair
  - ACC chair sends to ACC team
  - They approve and ACC chair communicates to EMB
  - EMB posts approval to TownSquare

They don't bill until ratification of budget is complete.

We can send out 2 mailings in new year:

- One for annual meeting
- One for billing

When there are complaints, these should be sent to:

- [Customerservice@embmanagement.com](mailto:Customerservice@embmanagement.com) or call EMB
- Townsquare

**Open question:** how to do we cross-link between Town Square and our current Summerfield web site?

How do we get new board members?

- Talk to neighbors
- Hour / month

**November 17 Minutes:**

EMB welcome letters had incorrect account information sent. The board contacted EMB to confirm new letters, with updated (new) account information would be sent to all Summerfield homeowners, at no cost to the HOA.

Kristin to put a statement on Facebook to let people know that account numbers are being updated and new letters are being sent; you will not be able to log into Town Square until the new account numbers are distributed. Will direct inquiries to EMB management.

Quarterly drive throughs to begin in Dec. or Jan.

Draft budget review:

- Monika to break out office fees
- Discussed whether we need to have a reserve study
  - WUCIOA Act requires, except in certain circumstances, HOAs conduct an annual reserve study
  - Cost of reserve study: ~\$1200
- Barb is still creating October financials
  - Liz has reached out to Barb for September and October financials
- Liz to follow up with Barb on OLM cost breakdown for the YTD charges
- Need to determine whether to keep PO Box
- Recommending rate increase to \$395 to zero out budget.

Board to discuss budget and approve at next meeting. Per rules, Summerfield owners can reject the budget, otherwise the rate increase would be approved.

When homeowners have questions sent to HOAboard email, for now send them to Monika. In the future, we will decide when to direct them to customerservice@embmanagement.com. SLA is 24-48 hours.

For future: update gmail auto-reply to direct people to contact customerservice@embmanagement.com

Board has agreed to close BECU checking account

- Barb has already sent over all of savings.

New bank is Pacific Western Bank (PWB). Monika to set up TBD with viewer access. Board to follow up with names.

Next Board meeting for December 7, pending confirmation of receipt of October actuals. viewed draft budget for 2022 and actuals for 2021 (YTD)