

## June 16, 2021 Summerfield HOA Board Minutes

### Board Contact Information

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### Action Items:

- **Board members:** review roles & responsibilities
- **Chelsea** to ask Rob to cc Jill in ACC communications going forward
- **Chelsea** to send Kristin Bruce's email address
- **Liz** to share new attorney's contact information with Barb

### Next month:

- **Discuss front entry landscaping**
- **Review budget YTD**
  - Roles and responsibilities of each position (10 mins)
  - Set a date to go through files (2 mins) (Postpone)
  - Check status of Welcome Postcards (Stephanie)
  - Finalize Newsletter (2 mins)

### Agenda for June Meeting:

1. Letters to homeowners – update on status (5 mins)
  - a. Discussed letters sent to homeowners out of compliance
2. Front Entry landscaping proposals (8 mins)
  - a. Landscaping company is scheduling out in September (50% deposit); decided to postpone decision until attorney is fully onboarded
1. Estimate for replacing the cement pillars on signs - update budget to accommodate (5 mins)
  - a. Postponing this until Oct. 2021; will look at estimates at that time
2. ACC / HOA Board liaison
  - a. Need to have a board member sitting on the ACC (typically VP) to be the liaison between ACC and Board
3. New attorney (10 mins)
  - a. Board has changed attorneys due to old attorney's judgeship. Kristin has been leading the transition and knowledge transfer to new attorney. He will work with Barb (bookkeeper) in transition as well.  
Attorney is also evaluating what can be done in CC&Rs to address short term rentals (AirBnBs).
4. Entry One Way sign – homeowner request (5 mins); will monitor situation to determine future action