

**CINNAMONWOOD ESTATES HOA**  
**Board Meeting Minutes**  
**August 28, 2024**  
**6:30 pm**

Meeting was conducted via ZOOM and recorded following Robert’s Rules of Order and order of agenda outlined in Bylaws, Article 3, Section 10.

**CALL TO ORDER:** Meeting was called to order at 7:01 pm by Chair Matt Barnett. Meeting was late due to Secretary’s technical issue with Zoom.

**ROLL CALL:** Secretary called the roll.

**Board Members Present:** Mark Freed, Noel Vaughn, Kyrria Martinez, Matt Barnett, Lori Murphy Cole, Lori Paddock Read, Dave Ronne

**Board Members Excused:** --

**Community Members Present:** Grover Carter, Dave Simpson, Nikki Kosean, Pam Towry

**Guests Present:** --

**PROOF OF NOTICE OF MEETING:** Community was notified of the meeting on August 21, 2024 and again on August 24, 2024.

**APPROVAL OF MINUTES:** The minutes of the July 2024 meeting were emailed (or hand delivered to those without email) on July 29, 2024. Mark made the motion to accept the minutes and Noel Vaughn seconded the motion. Passed unanimously.

**COMMUNITY MEMBERS COMMENTS:** None

**REPORTS OF OFFICERS:**

A. **Treasurer:** Dave Ronne

- a. Reversed Fee: Property owner paid 3<sup>rd</sup> quarter assessment with a wired transfer. MAPs charged us \$10 fee to accept it. Secretary appealed the charge and it was reversed but future wired transfer fees will not be refunded.
- b. Bills Paid in July

Pacific Landscape Mgt.	1412.00	June 2024 service
Dennis Wellbrock	1120.00	Repair of brick pillars (gate)
Dahren’s & Associates	270.00	June 2024 service
Rick’s Fencing	6,578.99	Final payment on gate
Pacific Landscape Mgt	1412.00	July 2024 service
Secretary	200.00	Annual p.o. box fee

c. Bills Needing Approval To Pay

Reimburse Secretary for Ice Cream Social Expenses:

Rental Chairs           \$22.50  
Ice cream, ice           \$52.99

**\$75.49**

Lori Paddock Read made a motion to approve the paying of the bills and Kyrria seconded. Passed unanimously.

- d. July 2024 Financial Report: Reviewed prior to the meeting and during. Noel made a motion to accept the financial report and Kyrria seconded. Passed unanimously.
- e. Current Bank Interest Rates: Tabled to September meeting.

The HOA is financially sound and current on all obligations. Financial details are available by attending any HOA Board meeting or by making a request to the Board.

**B. Secretary:**

- a. Back gate: East section of gate wasn't staying open. Rick's Fencing installed a drop pin at no charge.
- b. Question from realtor for 1919: Buyer with interest in having an elder care facility. No businesses can operate from residences within our HOA.

**C. Chair:** No report

**REPORTS OF COMMITTEES:**

**A. Architectural:** Noel

- a. 1952: Request from homeowner to remove a cherry tree whose root system was damaging the house foundation and irrigation system. Lori Murphy Cole made a motion to approve removal of the tree and Lori Paddock Read seconded. Passed unanimously.
- b. 1966: Request from homeowner to repair portion of fence and replace gates on the side of their home. Lori Paddock Read made a motion to approve this request and Kyrria seconded. Passed unanimously.

**B. Landscape:**

- a. Lori Murphy Cole made a motion to approve Fall front lawn aeration and Noel Vaughn seconded. Passed unanimously.
- b. Landscape Management Calendar: Please refer to the landscape calendar that is always attached to the minutes. Please be sure NOT to irrigate on Wednesdays so that the lawns are dry for mowing and edging.

**Homeowners:** please contact Todd for all landscape concerns or questions: [todd@center4tax.com](mailto:todd@center4tax.com) or 818.264.9864.

**ELECTION OF DIRECTORS:** n/a

**UNFINISHED BUSINESS:**

- A. **Annual Meeting Location:** Directors discussed options for the Annual Meeting. Decided to consider moving the Annual Meeting to Saturday morning, December 7. Homeowners, please mark your calendars. More info to come. Secretary will explore locations to hold meeting.
- B. **Community Rules Review:** Tabled to September meeting
- C. **Street Grate Cleaning Bids:** Noel explained the various companies he contacted to get bids to clean out the drains and flush the sewer lines in the cul-de-sac area due to the recent sewer work. Lori Murphy Cole made a motion to accept DoneRite Plumbing's bid of \$2378 and Matt Barnett seconded. Passed unanimously.

- D. **Insurance Coverage:** Tabled to September meeting.
- E. **Sewer Work at 1968:** At July meeting, Board approved payment to plumber contractor to repair/replace asphalt and portion of sidewalk on Spicetree. Plumber determined work could be done in the access road to property owner's driveway and not Spicetree proper. Discussion. Board asked Noel to contact surveyor to conduct two separate surveys to determine property lines so that Board can discern ownership of access roads off Spicetree. Mark Freed made a motion to conduct two surveys at a maximum of \$2499 per survey and Lori Murphy Cole seconded. Passed unanimously.

**NEW BUSINESS:**

- A. **Violations:** Secretary advised Board of possible violation. Discussion. Board determined property owner was in violation and property owner will be fined.
- B. **Fees Adjustment on Late Assessments:** Tabled to September meeting
- C. **RV's in Driveways:** Tabled to September meeting
- D. **For Rent Signage:** Secretary explained property manager of rental unit asked if their rental signs were allowed.
- F. **Bylaws Amendment Ballot Count:** Secretary asked for volunteers to tally votes as she opened secrecy ballots and announced choices. Lori Paddock Read and Matt Barnett volunteered. Ballot counting commenced. 38 ballots were returned: 37 votes YES, one vote NO. Bylaw Amendment passed. Secretary will add new verbiage to Bylaws and record the document.

**NEXT REGULAR MEETING:** Wednesday, September 25, 6:30 pm, Zoom

**ADJOURNMENT:** [Waiting for information of who made motion/seconded.] Meeting was adjourned at 9:31 pm.

Respectively Submitted,

*Lori Murphy Cole*

Lori Murphy Cole  
Secretary

Secretary distributes Community Rules annually. As suggested by the Board, monthly Board meeting minutes will highlight one rule per month:

Keep all non-landscape items out of front yards. The front and sides of each house are required to be kept free of items that detract from the visual appeal of the community.	\$100 week
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