

**CINNAMONWOOD HOMEOWNERS ASSOCIATION**  
**HOA Board Meeting Minutes**  
**November 20, 2019**

**Members Present:** Mark Freed, Lori Cole, Chris Preuitt, Ken Silva (electronically), Noel Vaughn, Ourania Yue

**Staff Present:** Janet Morton, Darcie Preuitt

**Guests:** Betsy Belshaw (1900), Grover Carter (1930), Kerry Garrett (1901), Mark Redfield (2003), Solomon Yue (Co-Owner for 1956, 1982, 1984, 1986, 1988, 1994, 1996, 1998, 2000)

**I. Call To Order: 7:03 PM**

The Chair called the meeting to order at 7:03 pm.

**II. Guest Comments (5 minutes each)**

- a. Betsy Belshaw, who is moving to Capitol Manor as of December 16<sup>th</sup>, introduced Kerry Garrett from Phase I who will be replacing Betsy. Board members and guests introduced themselves to Kerry and bid Betsy a fond farewell.
- b. Mark Redfield made a presentation to the Board pointing out neighborhood common elements and discussing services provided including landscaping in terms of assessment evaluation. He proposed alternatives to identifying landscape services needed and assessments levied to reflect service.

**III. Consent Calendar:**

- a. Approval of Minutes from October 2019.
- b. Monthly Financial Report from October 2019.

Motion to approve the consent calendar was made (Ourania) and seconded (Noel). Passed unanimously.

#### **IV. Architectural Change Requests:**

- a. None

#### **V. Financials:**

- a. Janet had a check written for attorney fees from last month's meeting to send to attorneys.

Motion made (Lori) and seconded (Noel) to approve the check for signing and sending onto attorneys. Passed unanimously.

- b. The new owner of 1921 will pay the assessments owed. The trailer should be gone in the next couple of days. They are painting and cleaning up in addition to finishing the back deck. The house will probably stay empty until next spring.
- c. Janet will have a spreadsheet ready for January's meeting that examines the 5% street repair and \$5 per month per residence billings. She added that the financials are in the Drop Box for members to review.
- d. Janet addressed questions members had on October's financials.
- e. Janet reviewed the entire 2020 Budget to be presented at the Annual Meeting.

Motion made (Mark) and seconded (Lori) to postpone the surety bond until after the next fiscal year. Passed unanimously.

Motion made (Lori) and seconded (Noel) for Janet to make discussed changes to the amended budget and bring to the annual meeting. Passed unanimously.

#### **VI. Old Business:**

- a. Review Special Committee Revisions. The Chair began to lead the group through each question in the Special Committee Revisions and then tabled until January to avoid duplicated efforts when the Board review committee goes over these in their entirety.

- b. Policy and Procedure Manual Draft Review. The Chair postponed this to January's meeting for thorough review.
- c. Wix Website Update. The Chair will sit down in the next two weeks to finalize rearranging items on the website and will announce its "kickoff" at the annual meeting.

## **VII. New Business:**

- a. Annual Meeting.
  - i. Director Elections: Elections for board members will be held at the Annual Meeting.

Ourania expressed a desire to stay on the Board if elected; Mark confirmed that he will be on the ballot as well; Lori confirmed she will be staying if elected; Chris still needs to decide due to health considerations; and Lori announced two other owners who expressed an interest in being board members: Jennifer Bjerke and Doris Davis.

Later during the meeting, an email from Clark Colvin was opened requesting that he be added to the ballot for election consideration.

Motion made (Lori) and seconded (Chris) to add Jennifer Bjerke and Doris Davis onto the ballot. Voters will vote for 5 names each. Passed unanimously.

Motion made (Lori) and seconded (Chris) to add Clark Colvin to the ballot per his request. Passed with 1 nay vote.

- b. Discussion of Private Issue.
  - i. Ourania asked about a private email sent to the Board. Chair called for an Executive Session to review with Board members only.
- c. CC&Rs and Bylaws Updates.
  - i. Chris asked when the Board would be able to complete CC&R and Bylaws changes. The Chair suggested scheduling a Board retreat to focus on completing them.

- d. Monthly Meeting Location. The Chair tabled this for now, postponing discussion to January's meeting.

### **VIII. Items for Next Meeting**

- a. Review Special Committee Revisions
- b. Policy and Procedure Manual Draft Review
- c. Wix Website Update
- d. Monthly Meeting Location

### **Next Meeting Scheduled:**

**Annual Meeting:** Wednesday, December 4<sup>th</sup>, Scottish Rite Center. 6-7:00 Meeting, 7-8:30 Optional Dinner.

**January 2020 Meeting:** The first meeting of the year will be on Wednesday, January 29, at Subway, South Commercial.

**Meeting Adjourned** by a unanimous motion made by Chris, seconded by Lori at 10:03 PM

Recorded by: Darcie Preuitt