

**Copperfield Neighborhood Association Board**  
**January 11, 2022, Meeting Minutes**

**Present:**

Jason Heck  
Jeff Luoma  
Karen Cole  
Josh Greeman  
Josh Fain  
Eddy Demarcus

Tammy Walters – Property Management

Amanda Escola, Erin O'Brien, and Jennifer Perry – Social Committee

The Meeting was called to order at 8:10 p.m. A quorum was present.

The minutes from the December 21, 2021, monthly meeting were approved via email.

**1. Budget**

Mr. Fain presented the budget for 2022.

Upon motion duly made, seconded, and carried, it was:

RESOLVED, that budget for 2022 as presented is approved and will be attached to these minutes.

**2. Social Committee**

The Social Committee is planning a Valentines Day party for kids of all ages. The anticipated date is Sunday February 13 from 2-4pm. They will coordinate reserving the clubhouse with Stacy. The Committee will provide details and a budget to the Board.

The Social Committee would also like to start sending out a monthly newsletter to the neighborhood. They will prepare a draft for Mr. Demarcus to review.

Upon suggestion of the Social Committee, the Board discussed purchasing a screen and projector that could be used for movie nights in the Summer and possibly UK game tailgating in the Fall. Mr. Heck will obtain quotes.

Upon motion duly made, seconded, and carried, it was:

RESOLVED, that the Social Committee is approved for a \$5,000.00/year budget for 2022.

### **3. Tammy Walters**

Ms. Walters presented the property management report. She has met with Mr. Fain regarding accounts receivable expectations, sent out assessment notifications to all owners of record per the PVA website, and has begun processing HOA payments. She has also reviewed draft guidance documents and recommends updating the HOA website to state the correct late fee for HOA payments. She will contact our website administrator to make this change. Ms. Walters is collecting contact information to create a spreadsheet. She has completed a drive thru of the neighborhood noting DOR violations for discussion.

Ms. Walters received one complaint regarding the HOA credit card payment fee. The Board discussed other options and agreed to look into another system for next year.

The Board discussed the need for an email to the neighborhood introducing the management company. Ms. Walters will prepare a draft for Board review.

Ms. Walters will keep records of approved homeowner building requests per the DOR and will send notice upon approval.

### **4. Pool House Pipes**

There are three breaks in the cold-water pipes in the men's restroom. A plumber is needed to perform the repairs and drywall will also need to be repaired. A suggestion was made that the grate over the shut off valves be replaced for easier access. Insurance will likely not cover the damage as the pool house is not climate controlled.

Given the extensive damage and the fact that the pool house needs updating, the Board agreed this may be the time to go ahead and remodel. Time is of the essence as most contractors are at least four months out. Ms. Walters will manage the bidding process upon receipt of an RFP from the Board.

### **5. Complaints – 1373 Glenview**

1373 Glenview continues to be a problem. The Board discussed a check for a DOR fine dated back in September that was not in the CNA mailbox until December. The check was made payable to the "Best Associass Ever" as opposed to the CNA and cannot be deposited. It has also come to the Board's attention that the owner of 1373 Glenview is harassing other neighbors in retaliation. Ms. Walters will return the check with an updated fine letter. The owner of 1373 will remain in bad standing until the fines are paid

and the property is brought up to DOR standards. Any property owner in bad standing does not have access to any neighborhood privileges.

## **6. Guidance Documents**

In review.

## **7. Clubhouse Keys**

The Board discussed the ongoing problem with the keys to the multiple neighborhood property doors. No one has been able to locate a master key list. Ms. Walters will obtain bids that will quote simply re-keying all the locks, replacing the knobs, and installing keypads so that the Board can compare options. Mr. Heck will provide Ms. Walters with a key need map.

## **8. Electrical Quotes**

Mr. Heck has spoken with two electricians and is reviewing.

## **9. Pickleball**

Mr. Demarcus stated that the pickleball lines will be painted once the temperatures day and night remain at or above 50 degrees.

## **10. Other Business**

The Board discussed moving surplus funds from 2021 into savings and whether a reserve study might be needed to make sure we are prepared to address repairs as they arise.

Upon motion duly made, seconded, and carried, it was:

RESOLVED, that \$5,000.00 from 2021 surplus funds will be moved to savings.

A question was raised, and a brief discussion had, regarding the foosball tables in the basement need to be replaced with commercial grade tables or other equipment.

The next Board meeting will be February 8<sup>th</sup> at 8:00 p.m.

There being no further business, upon motion duly made, seconded, and carried, the meeting was adjourned at 10:10 p.m.

Respectfully submitted  
Karen Cole, Secretary

## Copperfield Neighborhood Association

### 2022 Budget

#### Income

2022 Dues	\$108,000
Clubhouse Rental	<u>8,000</u>
Total Income	<b>\$116,000</b>

#### Expenses

Property Taxes	\$1,000
Insurance	4,500
Electricity	9,000
Gas	1,600
Water	10,000
Sewer	11,000
TV/Internet/Phone	3,600
General Repairs	33,000
Mowing	14,000
Clubhouse Management	6,300
Association Management	12,000
Transfer to Savings	5,000
Social Events	<u>5,000</u>
Total Expenses	<b>\$116,000</b>