

Gardens of Oak Hollow HOA

Board Meeting Minutes

November 6, 2023

I. Meeting Details

Nov 6th, 6 pm at Judy Hinnant's home.

II. Roll Call:

Present: Suzanne Shive / Bart Baker / Zane Chalfant / Barry Christy / Judy Hinnant / Terry Hill / Janell Edwards / Gordon Chace / Frances Menjivar / Carita DeVilbiss

Not Present: Lynn Gilbert

III. Call to Order:

President Suzanne Shive called the meeting to order and provided copies of the meeting agenda and 3 additional supporting items noted below.

IV. Old Business

- At the May 1st meeting, it was decided to document all covenant violations against Article VI, Section 9. At the July 10th meeting the board found that there were 24 residents with at least one violation and agreed to send out a letter to all residents to make them aware that the board was in process of identifying violations and would be asking that these violations be addressed. The individual violation notification letters were completed and mailed on 22 Sep 2023. At this November meeting, Suzanne reported that 16 of the 24 letter recipients had positively responded to the letter intending to address the noted violations; although, to date, 2 of the 16 have not yet fully addressed all issues. Gordon had prepared a letter thanking those residents for their participation and support and provided copies for the board and approve. Suzanne further reported that there are 11 properties that have not yet responded to the letter and need to have a 2nd letter sent to them.

V. New Business

- President Suzanne Shive tendered a motion to update the Design Review Application Form to include 1) mandatory final approval by the President, or

Vice-President in her absence, and 2) reminders of the specific design guidelines for roofs, fencing, and exterior painting in the Materials Section of the form. The updated form was approved by the board by a majority vote and is expected to be on the website and noted in the next newsletter. It is the Board's hope that these changes will reduce the number of non-compliant projects that are being initiated in the community. It was recognized that the Design Review Committee (DRC) procedures may need to be updated to remain consistent with these form updates (See Section VI, Future Agenda Items).

- President Suzanne Shive asked if the block captains were distributing the welcome letters with copies of the Restrictions, Guidelines and 2 Design Review Applications to new residents. The only new resident since the introduction of the package was given a package and welcomed to the neighborhood. Secretary Barry Christy asked the block captains to request a package whenever a new resident arrived on their block, so that they would be receiving the latest versions of the documents.
- The Duties and Responsibilities of the Secretary were updated to 1) allow the review and approval of the meeting minutes via eMail so that they could be posted on the website in a timely manner (currently not approved until the next board meeting), and 2) include a request for an attendance response from each board member on the reminder email that should be received by the secretary prior to the scheduled meeting. This will ensure that the board will have a quorum at the meeting, as required.
- A discussion was held soliciting ideas on how to ensure residents are aware and follow the Design Review Application process. No new ideas were presented.

VI. Future Agenda Items

- Establish a committee to review potential updates to the Covenant Restrictions and Design Guidelines as there are numerous items that may no longer be relevant to the community.

VII. Adjournment

Next Board meeting was scheduled for Jan 8, 6 pm at Judy Hinnant's home.

Meeting was adjourned.

Barry Christy, Secretary