

Meeting Minutes from Master Assoc. HOA Board Meeting

Master Board working group meeting

Mtg Held Feb 2 at 2pm at Remax office

Attendees:

Al Berzett	President
Dan Sheffer	Vice President
Bob Sedge	Treasurer
Kelli Whitehall	Secretary
Susan Anderson	Landmark Manager

Meeting was called to order at 2:04pm by Al Berzett, President

Agenda:

1. Update on Website – Susan of Landmark

The website has been constructed and we are waiting for the domain to go live. The website is Peninsulamaster.com. The website will be public and will have 2 secure tabs, one for all community members, and one for HOA presidents. These secure tabs will be accessed using passwords. The public portion of the website will contain By-laws, Covenants and Restrictions for the Master Assoc and each neighborhood HOA. The blank Architectural applications will also be public. There will be no links to neighborhood HOA websites, as this website is for the Master HOA only.

The secure tabs will contain meeting minutes, financial information, subdivision plats for each neighborhood, and all other information pertinent to residents.

A notification will be sent out when the website has gone live and all information has been loaded. All website loads must be done by Landmark, and will be at the request of the Master Assoc only.

Actions for the Board:

- a. Create a list of Frequently Asked Questions for the website
- b. Create the passwords

2. Review Financials – Bob Sedge

The February financial summary is attached as a separate document. The Board approved unanimously to establish the Master Board billing cycle to the neighborhood HOAs. All HOAs and the Golf/Racquet club will be invoiced 2 weeks in advance of the 1st of every month. The payment is due on the 1st of every month. This is necessary in order for the Master to have funds to pay the monthly expenses on time.

The two guard gatehouses are no longer insured, due to the Master Assoc transition from Honours Golf to the Residents. Honours was insuring these gatehouses under an umbrella building policy that no longer applies since the transition. Bob Sedge took the action to get insurance quotes for wind/hail and fire coverage for these buildings.

3. Map out ARC process and complete the committee:

Based on the wording and description of the Architectural Committee in the Master Assoc bylaws, Bob Sedge recommended we change the Architectural Review Committee to the Architectural Committee (AC). All board members agreed. The AC can have up to 5 committee members in total. The Board agreed to expand the AC to 5 members, and agreed to have it comprised of one Master Assoc member and 4 community members. The Board member is, and will continue to be Dan Sheffer. The AC members will be selected based on the same process the Master Assoc Board members were selected. Each neighborhood HOA will submit one nominee, and those nominees will be asked to fill out a questionnaire. A meeting will be called and HOA presidents will vote for 4 nominees to be on the AC board. This process has been initiated, and the HOA presidents have been asked to submit their nominee by Feb 11.

In the interim, the AC will continue to function as a 3-member committee, with Dan Sheffer, Kelli Whitehall, and Cole Baas.

The Board had brief discussion on completing the covenants codes and restrictions proposed changes. The Board needs more time to study the bylaws as it appears the codes and restrictions are not required to be filed with the county. There has been discussion with Honours concerning golf cart rules. The Board wants better clarification on these rules before releasing the full list of AC covenant, codes and restrictions that the AC has compiled and put into a summary table for ease of use. The AC is waiting for Honours to get back to us on this subject. Kelli Whitehall has suggested that now that the Master Assoc is no longer run by Honours, and is now a resident HOA, does it make sense to separate out the Honours Golf cart rules and turn that portion over to the Golf club to manage and enforce? There will more discussion on this. Until these issues are resolved, the Board is going to delay releasing the summary list of covenants, codes and restrictions that we have compiled from the current documents.

Bob Sedge brought to the Board's attention that there are a few Architectural covenants and restrictions at some neighborhood HOAs that need to be included in the AC list. Without this inclusion, there is no way to monitor and enforce. These specific neighborhood covenants and restrictions will be annotated with which neighborhood it applies. This already is in place for exterior paint colors specific to neighborhood HOAs.

The Board will continue its working group meetings on this, and get this completed as soon as possible.

Actions for the Board:

1. Send the email to HOA presidents for AC nominees – Kelli Whitehall (complete)
2. Create an inventory of current home construction and locate the required submittals that were turned in to Royce. The AC will need this information to close out each new home construction, as required in the AC code and land use standard. – Dan Sheffer
3. Get a point of contact for the new Villas to establish the relationship with the developer, and find the construction plan submittals – Kelli Whitehall
4. Get insurance quotes for the Guard gate houses – Bob Sedge
5. Compile FAQs for Website – Board in next working group meeting
6. Create Website passwords – Board in next working group meeting

The meeting was adjourned at 5:00pm.