**GREENHILLS HOA BOARD MEETING**

**October 26, 2023**

1. **President Jason called the meeting to order at 6:58 p.m.** Those present were Jason, Larry, Chrys, Chris, Ricardo, Cliff, Justin, and Lori.
2. **Agenda:** Larry asked that we make an addition to the agenda - add Doug Teetzen to the board to replace a former member. Larry made a motion to accept the minutes with this addition. Cliff seconded. Motion carried 8-0. A vote was held to add Doug to the HOA board. The board approved 8-0.
3. **Minutes:** Larry made a motion to accept the minutes as written, with a second from Chrys. Motion carried 9-0.
4. **Reports:**
5. Treasurer: Chrys received an invoice from the accountant. She also received the insurance bill from Cardinal Insurance; the cost is $2819 and the policy covers the clubhouse and pool. Chrys noted that the city is asking for the type of pipes that provide water service to the clubhouse. There was discussion regarding the release of a lien on a homeowner. It was decided that the board would discuss this at a later time.
6. Clubhouse: There were no reservations in October, none for November, and one for December thus far. Ellen has replaced the furnace filter and has painted the east door, window frames, and the north door. Woodpeckers have caused minor damage near the east entrance by the clock. Cliff offered to spray the affected area and will fill the holes. Ellen also replaced the refrigerator lightbulb.
7. Website: Chris reported there were 136 hits this past month. He plans to take some fall pictures and add them to the website.
8. **Committee Reports:**
9. Architectural Control Committee – There was verbal communication with a homeowner on Sept. 23, 2023 regarding the installation of a roof using materials not in compliance with the HOA. Jason recommended sending a letter to the homeowners requesting the installation of approved shingles, which are listed on the Greenhills website. The homeowners will be asked to prepare a plan within 30 days and to submit it to the ACC on the Greenhills website. Cliff received an inquiry about having a generator on a homeowner’s property. It’s approved if it is not in view from the front of the home.
10. Lawn and Landscape Committee – Chris will contact someone to prepare the irrigation system for winter. The mowing contract ends in October. Chris recommended that the board allow him time to meet with the current contractor to review areas to be mowed in 2024. Once a quote has been received, the board can then discuss whether to open it up to new contractors. Outdoors Unlimited charges $80 per hour to trim the trails and green spaces. Larry made a motion to continue the contract with Outdoors Unlimited, with a second from Cliff. Board approved 8-1.
11. Pool Committee – The pool house expansion has begun. The pool chairs will need to be covered. Tarps will need to be purchased.
12. Budget Committee – Larry shared information regarding the work the committee has done on the 2024 budget: line items 203, 304, and 505 were consolidated to item 606. The estimated revenue is $64,520, the clubhouse budget stayed the same, the pool was increased to cover higher costs for supplies, the office stayed the same, landscaping will stay the same unless bids come in higher than costs for 2023, other expenses stayed the same.
13. **President Comments:** Jason thanked board members for their attention to detail. He appreciates those taking care of issues while he’s working out of state.
14. **HOA Member Comments:** Chris shared that sidewalks will be replaced once fiber lines are done. Doug will help facilitate communication with these companies.
15. **Old Business:**
16. Recruiting new board members – Larry made a motion to remove Nathan Roberts from the board due to non-attendance of three or more meetings. Justin seconded the motion. Board approved 9-0. There are currently three openings. Several HOA members have expressed interest in running for the 2024-2026 term.
17. New Treasurer – Four people are interested in the treasurer’s position. Interviews will be held the first week of November. The person selected will be asked to run for one of the vacant positions on the HOA board.
18. Improving the External Processes in the HOA – Our new board member Doug has agreed to share his background at the November meeting.
19. Internal Review – Digitizing the Covenants and Bylaws: Several options were discussed, including HOA members willing to volunteer to take on sections of the documents. Doug will investigate issues concerning the use of a drop box for HOA payments. Larry suggested we create a newsletter for January 2024.
20. **New Business:**
21. Filling the clubhouse manager vacancy for 2024 – Ellen is resigning as of Jan. 2024. We will need to find someone to fill this position. Job responsibilities will be discussed at the November meeting.
22. Clubhouse doors left open and lights on – Jason reminded board members that they must be sure to shut and lock clubhouse doors, as well as shut the lights off before leaving.
23. Large branch by upper pond – A large branch is down near the upper pond. Justin made a motion to have Outdoors Unlimited remove it. Cliff seconded. Chris asked that this be tabled until he has time to check and see if it’s something he can do on his own.
24. **Board Comments:**

Ricardo spoke to our mowing contractor about the green space next to his home not being mowed. This issue has been resolved. Chris will get a map of Greenhills and color-code it to clarify areas the mowing contractor will be responsible for. Cliff spoke to a homeowner who is willing to serve on the ACC committee.

1. **Next Meeting:** November 16, 2023 (3rd Thursday in November)
2. **Adjournment:** Lori made a motion to adjourn the meeting with a second from Larry. Motion carried 9-0. Meeting adjourned at 8:22 p.m.