

VILLAS AT NORTHGATE OWNERS ASSOCIATION, Inc.  
Annual General Membership Meeting Minutes  
October 7, 2020

**DRAFT**

The Villas at Northgate HOA Annual Meeting was held via web conference and called to order at 1:15 p.m. by Darren Burns. Present were:

Paul Howard	Board Member / Declarant Representative
Darren Burns	Property Manager

13 building owners were present, and a quorum was established. There were no proxies presented for certification.

Darren introduced himself and Paul and opened the floor for Paul to report on the construction status and field any questions. Paul notified everyone present that buildings 14 and 15 should be completed by February of 2021. Erik Tjelmeland requested the timeline of the installation of the gates for the Community. Paul will have to check with Peter Martz and report back. Owners present discussed some open area on the north end and whether it would be a play area or dog park. Paul said there would be no dog park but play structures would be installed behind building 19 to the south of the mailboxes. Open space and Lot boundaries were also discussed.

Paul reported on some mechanic's liens from a finish contractor who claimed to not be paid by one of the builder's subcontractors. The builder is in court with the finish contractor and has scheduled a mediation so it should be resolved shortly. The Owners present requested immediate notification when the matter has been resolved. The builder has been posting bonds as necessary to complete additional closings.

Darren introduced Christine Chiaro, Tina Swonger, Geir Tonnessen and Grace M. Blea-Nunez as the candidates who had volunteered prior to the meeting. He opened the floor for any additional volunteers or nominations from the floor and Erik Tjelmeland and Elizabeth Golob volunteered and were added to the ballot.

Each candidate was provided time to speak to the Owners present and Darren then asked everyone to open their electronic ballots and vote for no more than 3 candidates. The highest "vote getters" will receive the longer Board Terms ranging from 3 – 1 years or as the candidates decide amongst themselves at their first meeting. Results will be announced at the end of the meeting.

Darren presented the August financial reports. The profit and loss statement is skewed as it is planned for a fully built out community. Through August, there are \$6000 in receivables needing to be invoiced through Z&R. No owners are delinquent, but a delay in some title work and account setups caused statements to not be issued previously.

The current cash account balance is \$4329 with a starting balance of \$1000 in the reserve account. If there is surplus cash at year's end, then additional funds can be added to the reserves. There was discussion on adding lights and possible irrigation or landscaping changes to save water (low flow nozzles, rain sensors).

Erik Tjelmeland recommended investigating an online bank by the name of Axos Bank to gain higher interest on the reserve funds and will send Darren information to research. <https://www.axosbank.com/Business/Small-Business-Banking>.

He also noted he had worked with Paul to have underground conduits installed in anticipation of installing future lights without having to trench through the roads.

The annual budget for 2021 is unchanged from 2020, with assessments remaining at \$300 per building per month. When all the buildings are completed, this should bring in \$68,400 of revenue for the year to cover operating expenses and allow \$16,000 to be added to the reserves. Darren recommended a reserve study in the next year or two to help get the Association headed in the right direction quickly as they have the benefit of “youthful infrastructure.” Currently, the builder’s landscaping installation contractor will maintain the sprinklers until the warranty period has expired. At turnover, Darren will present multiple bids to the Board to choose the scope of work and preferred contractor for lawn care and snow removal.

Amongst other topics, the Board was asked to consider the following in the Open Forum: 1. Owner and resident newsletters, 2. Extending snow removal contract to include resident sidewalks and driveways.

Darren announced that the 2021 budget had been ratified and that Geir Tonnessen, Tina Swonger and Erik Tjelmeland were elected to the Board. At the Board’s first organizational meeting, terms and officer positions will be chosen.

There being no further business, the meeting was adjourned at 2:33 p.m. upon approval of a motion from Tina Swonger.

Respectfully Submitted,



Darren H. Burns  
Property Manager