

Buffalo Creek Homeowners Association

Board Meeting Minutes November 10, 2022

MEETING: The Board Meeting of the Buffalo Creek Homeowners Association was held at the Leeper Center on Thursday, Nov 10, 2022. Pat called the Meeting to order at 7:03 pm.

PRESENT: Board Members present: Pat Cordova, Clayton Graves, and Michael Katalenic. Ted Craig reported he may be attending by phone from Virginia. A quorum was established.

HOMEOWNERS: Mark and Kass Kohrmann. Joe and Rachael Hayes. Kass expressed concerns on receiving violation notices. Management suggested that Kass fill out another Hearing request and allow the Board proper time to review the file and gather information. Management would send the Kohrmann's another Hearing request if they needed help finding it. Joe and Rachel have been in the community for a couple years and having seen the note in the Newsletter, they have an interest in the Board position. Management and Board went over the basics of the Board member responsibilities.

MANAGEMENT REPORTS: Clayton made the motion to approve the minutes from October 13th and Michael seconded. The motion carried under unanimous vote. Clayton made a motion to approve the Financials, Pat seconded and the motioned carried by unanimous vote.

ARCHITECTURAL REVIEW COMMITTEE: Tim gave an update on the monthly ARC requests.

DISCUSSION ITEMS: Landscape Contract. The general consensus about the Zac George Contract was that they were doing a good job this past year. Tim pointed out that the new three-year contract was negotiated to a 4% increase for 2023, an increase of 5% for 2025 and then 4% for 2026. He pointed out that there was a fuel surcharge provision added that if gas goes above \$4.00 per gallon for more than 7 consecutive days, a 1% of the monthly payment would be added on for gas. For every additional dollar it would increase by .5% (1.5% for \$5.00 + per gallon). Clayton made the motion to approve the Zak George contract, Michael seconded, and the vote passed by a unanimous vote. **Management Contract.** The Board requested to wait and have an Executive Session later to discuss the Management contract amongst themselves prior to consideration. **Budget:** Tim went over the updated draft budge. He showed that if dues were increased by \$5.00 per month it was projected that the HOA would be operating at a projected loss of \$2,500.00 and this does not take into effect additional price increases, we are not yet aware of. At a \$10.00 increase to \$60.00 would give us a buffer of about \$14,000.00. Tim also pointed out we needed to start putting funds back into the Reserve account which was taken last year prior to the dues increase. Tim talked about the concerns of getting the billings out for the 2023 season and the timing issues with the Annual Meeting date. Tim will look into the possibility of getting the Leeper Center for January 5th and moving the Annual Meeting up by one week. This would allow for a fairly timely Annual Billing and give time to update the ACH payments for the January 10th payment date. Tim discussed the costs incurred last year for the

price increase updates. He passed around time sheets for the 2022 dues increase and felt that a lot of the keypunch for setting up homeowners onto the ACH system has been completed and that the costs for 2023 would be lower. Every homeowner would still need to be updated on both the accounting program and the bank file, so a lot of work is still expected. Tim thought the change should be able to be accomplished between the Annual Meeting and the ACH deadline. **Violations:** Tim pointed out that the new Violations process adds about 10 hours a week or 30 hours per month in new workload. He felt that the State mandated program is full of nonefficient processes. Our legal staff said that they and attorneys around the state will be addressing these issues this winter in hopes of getting changes to the program. **Clayton Graves:** Director Graves reported that he would need to withdraw as a Board Member by the next Board Meeting but would be around for a couple weeks to cover signature requirements of the Board due to his position as Secretary.

EXECUTIVE SESSION: At 8:17 Clayton made a motion to go into Executive Session for contract negotiation/discussion. The motion was seconded by Mike and the vote was unanimous to enter Executive Session. The room was cleared of all, other than the Board. The Board came out of Executive Session and convened the Regular meeting at 8:29pm.

Clayton made the motion to offer the Management Contract to Buffalo Creek Management for 2023 with an 8% cost of living increase (\$4,150.00 per month). Pat seconded and the Board approved the offer by unanimous vote. Tim said that was a fair offer and accepted the contract for another year.

NEXT BOARD MEETING: The next Board Meeting will be held Thursday, December 8, 2022, 7:00 pm at the Leeper Center.

ADJOURN: With no further business before the Board, at 8:40 pm Clayton made the motion to adjourn which was seconded by Michael. The vote was unanimous to adjourn.