

# REED'S LANDING COMMUNITY ASSOCIATION, INC.

## Meeting Minutes

### BOARD OF DIRECTORS MEETING

**Thursday, October 5, 2023**  
**VIRTUAL MEETING – 7 pm**

President – Garrett Nelson (2024) P  
VP/Treasurer – Meredith Leffler (2024) P  
Secretary – Ellen Drake (2025) P  
Director – Rodney Webb (2023) P  
Director – Zach Chapin (2023) P  
Director – Ryan Losi (2024) P  
Director – Shannon Springer (2025) P

- I. CALL TO ORDER (President), 7:01pm
- II. ROLL CALL and QUORUM STATUS (Secretary)
  - 7 Board Members in attendance and managing agent Donna Scott
  - Residents in attendance: Harvey Jacob, Pamela Lepper, Hackie, Gaffneys, Craig Callahan, Karen, Jackie Keith, Eleanor Cox, Kathy Barley.
  - Harvey Jacob stated (as required) he is recording the meeting.
- III. DISPOSITION OF MINUTES
  - Review of July meeting minutes- Motion passed to approve minutes.
  - Review of Town Hall meeting minutes- Motion passed to approve minutes.
- IV. BOARD and COMMITTEE REPORTS
  - A. President / Roads & Trees – Garrett Nelson
    - a. In-person Town Hall on Amenities – Monday, July 31st Recep
      - i. 90 residents in attendance with signup sheeting for tracking
      - ii. Residents spoke both for and against potential amenities.
    - b. Update on timing of road repairs:
      - i. Buckhead: repairs were made August 22<sup>nd</sup> and were successful.
      - ii. Proseal repaired 2000 linear feet of crack sealing on Reeds Landing Circle and filled in a few potholes as a courtesy.
    - c. Getting quotes for upcoming annual tree removal.
  - B. Treasurer / VP – Meredith Leffler
    - a. Both July and August and YTD Financials look good.
    - b. Overbudget in expenses YTD but expected based on septic tank repairs and reserve payback for playground expense.
    - c. Final sign project bill is not reflected yet on P&L
    - d. The 2024 proposed budget was reviewed and the board revised multiple expense categories to reduce the overall budget by an additional \$30,000.
    - e. Based on the proposed budget with the reduction of \$30,000 there will be an annual assessment increase for the 221 homeowners from \$535 to \$551 per quarter and a proportionate increase for the 7 vacant lots.
  - C. Grounds & Landscaping/Snow – Zach Chapin
    - a. Weekly service will run through the end of October.
    - b. Fall irrigation/seeding occurred on September 16 with the second application scheduled for December 4.
    - c. Three sprinkler heads were repaired by Nature's Way.
    - d. Zach will double check all holes are filled from sign project.
  - D. Maintenance – Shannon Springer

- a. Two new park benches were received and will be installed shortly.
  - b. After reviewing quotes, a motion was passed for the approval of \$3,040 for the broken rock wall and timbers to be replaced.
- E. Architectural Review – Rodney Webb
  - a. Sign Replacement Update: The job is complete.
  - b. All Arc requests are approved expect one that is in the review process.
- F. Security – Ryan Losi
  - a. July Visitors 4,855 and August visitors 4,949.
  - b. A guard, Benjamin Christman, started work, but Mr. Robinson is still looking for one PT guard.
  - c. Repairs to guard house roof shingles are underway.
  - d. The landscape lighting at the guard house is not working again. Ten months ago, the lights were cut by Lytle and fixed. The board plans to reach out to them to see if they can fix it again.
- G. Website & Welcome – Ellen Drake
  - a. All documents are uploaded onto the RL website.
  - b. All meeting dates through year end are posted online and the board will continue to add meeting dial-in info online one week prior to upcoming meetings.
  - c. Discussion of reprinting a new resident directory. No decision was made by the board.
- H. Managing Agent- Donna Scott
  - a. Nothing new additional to add.
- V. UNFINISHED BUSINESS
  - A. Amenities Town Hall 7/31 next steps:
    - a. The town hall meeting was held 7/31/23 with the purpose of discussing amenities options.
    - b. The board discussed the fact the 2020 reserve study showed, it will cost \$34,119 to maintain the existing shed structure through 2030.
    - c. Reeds Landing member attorney, Cassie Craze, is recommending the board utilize a 3<sup>rd</sup> party survey vendor called HOA Now to conduct a future survey. The board received a quote of \$715 for the cost of this survey from HOA Now.
    - d. The board reviewed the potential survey and it's 3 questions.
    - e. The board approved in a vote of 6-1 a motion to use the survey questions as drafted as the use of HOA Now for the price of \$715. Rodney Webb was a nay vote.
- VI. NEW BUSINESS
  - A. The board discussed the options for where to hold the upcoming November 9<sup>th</sup> board meeting and decided to hold off on deciding on a location until more options can be reviewed.
- VII. MEMBER COMMENT PERIOD
  - A. Members shared sentiments both for and against the proposed addition of any amenities in the neighborhood.
  - B. Members discussed the pros and cons of an in person versus virtual annual meeting and some specific location ideas.
  - C. Members wanted to make sure they receive all board meeting materials ahead of meetings so they can review as well and get further guidance on how to best ask the board direct questions.
- VIII. EXECUTIVE SESSION- No items needed discussion by the board, so executive session was not entered.
- IX. RETURN TO OPEN SESSION- N/A
- X. NEXT MEETING DATE – November 9<sup>th</sup>, 2023, at 7pm.
- XI. ADJOURNMENT- 8:51pm

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- XI. ADJOURNMENT- 8:51pm

# REED'S LANDING COMMUNITY ASSOCIATION, INC.

## BOARD OF DIRECTORS MEETING

Thursday, November 9th, 2023

- I. CALL TO ORDER (President) – 8:19 pm
- II. ROLL CALL and QUORUM STATUS (Secretary)- quorum with 6 directors present
  - i. Six directors present with managing agent Donna Scott in attendance.
  - ii. Residents in attendance: Unknown.
- III. ELECTION OF OFFICERS & COMMITTEE CHAIRS
  - i. New Board Positions and Committee assignments:
    1. President/Maintenance- Craig Callahan (Craig was voted in by a 4-2 vote)
    2. Vice President/Grounds and Snow- Harvey Jacobs
    3. Secretary- Ellen Drake
    4. Director/Roads and Trees- Garrett Nelson
    5. Director/Treasurer- Ryan Losi
    6. Director/ACR- Shannon Springer
    7. Director/Website and Welcome- Meredith Leffler
- IV. DISPOSITION OF MINUTES & MONTHLY FINANCIALS
- V. BOARD AND COMMITTEE REPORTS
- VI. UNFINISHED BUSINESS
  - i. Amenities Survey Update:
    1. Reed's Landing Community Association attorney will serve as the sole administrator for the second survey being distributed to residents on Saturday November 11<sup>th</sup>.
    2. The survey will be open through November 30<sup>th</sup> where each household gets 1 vote, as well as lot owners (lot votes will receive less weighting than homeowner's votes).
    3. President Craig Callahan inquired if he could keep using his RLMonitors email list that he had developed prior to being a Board member. Harvey Jacobs' website [www.reedsgreen.com](http://www.reedsgreen.com) was also discussed. The Board discussed that all Board members elected represent the entire neighborhood and the position that communications via these individual systems would not be appropriate.
    4. The new Board members discussed a new letter being drafted by the new President as a "state of the community" update.
- VII. NEW BUSINESS -None
- VIII. MEMBER COMMENT PERIOD - None
- IX. EXECUTIVE SESSION -None
- X. ADJOURNMENT- 8:57pm

**REED'S LANDING COMMUNITY ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**

December 12, 2023  
Virtual Meeting using Ring Central

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**Directors Present:**           **President** – Craig Callahan (2026)  
   **Vice-President** – Harvey Jacobs (2026)  
   **Treasurer** – Ryan Losi (2024)  
   **Secretary** – vacant  
   **Director** - vacant  
   **Director** – vacant  
   **Director** - vacant

**Directors Excused:**           **None**  
**Residents Present:**         Fifty-nine individuals joined the virtual meeting  
**Guest:**                         Donna Scott, Community Partners

- I.     **CALL TO ORDER:** The meeting was called to order at 7 pm by President Craig Callahan.
- II.    **ROLL CALL and QUORUM STATUS:** No quorum due to resignations on November 10, 2023.
- III.   **REPORT ON STATUS OF THE BOARD OF DIRECTORS AFTER ANNUAL MEETING**
  - a.   **November 9 Annual meeting results:** Craig Callahan and Harvey Jacobs were elected to the open Board positions.
  - b.   **November 10 resignations:** On November 10, 2023, four Board members resigned. After consultation with Community Partners and our attorney, it was determined that the remaining 3 Board members can appointment replacement Board members to serve until the next election at the annual meeting in the fall of 2024.
  - c.   **Confirmation of election of Interim Director:** In the interim, the decision was made to elect one resident to serve on the Board until additional Board members are appointed; this will provide a quorum for the meetings until the Board positions are filled. Motion made by Craig Callahan and seconded by Ryan Losi to approve the Confirmation of Unanimous Consent pursuant to By-Laws Article III, Section 4(b); motion carried. Cecily DiPiro was elected as Interim Director.
  - d.   **Revised Roll Call and Quorum Status:** A quorum of directors is present so the meeting can continue.
- IV.   **DISPOSITION OF MINUTES**
  - a.   **November 9 Annual Meeting minutes:** These minutes will be approved at the 2024 annual meeting.
  - b.   **November 9 Board of Directors Meeting minutes:** Minutes were approved as revised.
- V.     **BOARD and COMMITTEE REPORTS**
  - a.   **President's Report:** President Callahan thanked everyone who offered assistance during the Board transition.
  - b.   **Treasurer's Report:** Treasurer Losi reported there was an accounting error in the October 31, 2023 financials; \$52,000 was listed as paid out of the operating budget but this should have been deducted from the reserve fund. This error was fixed and will be reflected correctly in the

November financial statements. Income was at budget. Insurance was over budget due to the flood at the Shed but will be only slightly over budget once the insurance claim is applied; gatehouse was over budget on maintenance due to replacing the septic line and repairing the roof. Administrative, landscaping and maintenance & repairs were under budget. The 2024 budget reflects a 3% increase in regime fees.

- c. **Roads & Trees:** Director Jacobs reported there was an accident on November 30<sup>th</sup> that caused damage to some small trees and turf at the entrance to Reed’s Landing. This area has been repaired with no cost to the Association. He reported there’s a leaning tree on Lansdowne that is on private property. The neighborhood didn’t sustain any damage from the storm on December 10<sup>th</sup>. Director Jacobs clarified that his email before the storm requesting help in the event roads were blocked from downed trees was meant to know who was available to help if needed and was not part of any committee.
- d. **Grounds & Landscaping/Snow:** Director Jacobs did not have a report.
- e. **Maintenance:** President Callahan reviewed outstanding maintenance issues. The reserve study will be reviewed to determine maintenance priorities.
- f. **Security:** Director Losi reported that James Robinson continues to look for one more gate attendant. November statistics from the gatehouse (November/YTD):
  - i. **Turn-Arounds** 66/936
  - ii. **Visitors** 4818/42422
  - iii. **Police** 6/85
  - iv. **Fire** 0/4
  - v. **EMS** 0/24
- g. **Website & Welcome:** No report.
- h. **Architectural Review:** President Callahan reported that 2 new applications were approved with conditions; 1 application was resubmitted; and 1 application was pending. He asked that anyone interested in serving on the ARC contact Carol Russell, Rudi Mottas or Craig if they would like to learn more about the ARC.
- i. **Managing Agent:** Donna Scott met with President Callahan on November 16 to assist with coordination of the new Board transition. The generator at the gatehouse was serviced. The irrigation system was winterized on November 16<sup>th</sup>.

## VI. UNFINISHED BUSINESS

- a. **Confirmation of procedures for filling vacant Board seats per Unanimous Consent and Applications** – The application form is available on the website. Completed applications can be emailed or mailed to Trisha Saintelus at Community Partners. The application deadline is January 15, 2024. Board appointments will be made at the January 23<sup>rd</sup> Board of Directors meeting.
- b. **Board Committee Assignments** – Updated assignments will be made after the Board vacancies are filled.
- c. **Amenities Committee Survey Status** – The deadline to respond to the survey was November 30, 2023. Our attorney managed and processed the results of the survey from VOTEHOAnow; there were 186 counted responses. The Board received the results on December 1, 2023.
  - i. **Question #1:** Yes 94 50.54% No 92 49.46%
  - ii. **Question #2:** Yes 88 47.31% No 98 52.69%
  - iii. **Question #3:** Limited funding to < \$10,000 59 31.72% of total 186 responders  
Unlimited funding 29 15.59% of total 186 responders

## VII. NEW BUSINESS

- a. **Amenities Committee Survey Follow-Up:** President Callahan proposed this be deferred until the full Board is seated.

- b. **In-person Participation at Board Meetings:** President Callahan proposed this be deferred until the full Board is seated.
- c. **Community Forum Disclaimer:** The Community Forum on the website is a means for members of the community to voice an opinion prior to the Board making a decision on a given topic. This forum is not moderated. President Callahan proposed discussing the development of a disclaimer with the attorney. Motion seconded and approved.
- d. **Homeowner Proposal re: Prohibition of Gas-Powered Leaf Blowers:** A homeowner submitted a request to prohibit the use of gas-powered leaf blowers in Reed's Landing. President Callahan posted the suggestion to the Community Forum and thanked everyone who posted thoughtful comments. It was decided to gather more information on this topic before the full Board makes a decision.
- e. **Guard Holiday Gifts:** An email was distributed with specifics for recognized the gate attendants during the holidays.

**VIII. MEMBER COMMENT PERIOD**

- a. President Callahan opened the floor to member comment at 7:52 pm.
  - i. Mr. Nelson asked about the procedure for submitting proposals to the Board. Answer: email a member of the Board and the Board will decide whether to put it onto the agenda. He also asked how to apply to be on the Amenities Committee. Answer: the full Board will decide at a later date.
  - ii. Mrs. Lepper commented that it was inconsiderate for individuals to put comments into the Ring Central chat without identifying themselves.
  - iii. Mr. Bowman asked about the process for filling the open positions on the Board. Answer: the form is on the website; complete and return to Community Partners by January 15th; the applications will be shared with the Board; the Board will discuss & vote to fill the 4 open positions at the next Board meeting on January 23, 2024. Individuals appointed to the Board will serve until the next Annual Meeting in October 2024.
  - iv. Mr. Depew asked how to audit an ARC file. Answer: submit a request to Community Partners.
  - v. Mr. Schwartz thanked everyone for working so hard for the community.
  - vi. Mr. Hornsby commented on the suggestion to ban gas leaf blowers from RL. In his opinion it should be a 100% ban based on his experience of a neighbor blowing in their yard 3-6 days/week. He expressed that there should be a process for how this can be addressed. President Callahan offered to meet with Mr. Hornsby.

**IX. EXECUTIVE SESSION:** Not needed..

**X. RETURN TO OPEN SESSION**

**XI. NEXT MEETING DATE** – January 23, 2024 7:00 pm

**XII. ADJOURNMENT** – There being no further business to come before the Association Board of Directors, the meeting was adjourned at 8:31 pm.

Respectfully Submitted,

Cecily DiPiro