

Lancaster

BOARD OF DIRECTORS MEETING MINUTES

Monday May 11, 2020

9:00 a.m.

Zoom or Conference Call Meeting due to coronavirus

1. **Call Meeting to Order:** At 9:01 a.m. by Dr. Virginia Scigliano
2. **Establish Quorum Present:** Board members Dr. Virginia Scigliano, Mr. Choice Edwards, Mr. Steve Unger, and Ms. Dolores Thomas. Mr. Robert Hughes unable to attend because of work obligations. Other attendees: Mrs. Fran Rubright, Mr and Ms. Bob Pamplin, Mrs. Helen Bohanon, Mr. Chris Weiss, Mr. Charles Marler, Mr. Lou Halter, Ms. Lynn Johnson, and Mr. Donnie Martinez; Bill Hughes
3. **Proof of Notice:** Agenda published at the Clubhouse 5/7 and Eblasted 5/8 by Ms. Dolores Thomas; Sign posted on 5/7 by Ms. Lynn Johnson; Sign reposted on 5/8 by Ms. Dolores Thomas after eliminating the Zoom Id and Password.
4. **Approval of Minutes (April 13, 2020): Motion** to approve by Ms. Dolores Thomas, Second by Mr. Steve Unger. Passed unanimously.
5. **Reports**

President's Report: \$1080 Legal fees Board approved by the Board via email, and paid to Clayton reg JHL Lien dispute. Status: JHL has not responded to the Owner's Demand for Subcontractors. Lien will be void as a matter of law in 12 months if no action taken.

Lancaster BOD meeting minutes for Feb 10 2020 was corrected with Board approval by email vote and resubmitted May 2, 2020 to Blue Water. Kim of Blue Water will pull the February 10, 2020 minutes and replace them with the corrected minutes approved by the Board on May 2, 2020.

Treasurer's Report: (Robert Hughes) Dr. Scigliano reported.

Update: Electric changed to auto pay. Opticatel? Lawn and Order?
Board agreed to only have the SECO electric bill on autopay at this time.

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Discussion: Late fees and interest vs. processing costs.

Dr. Virginia Scigliano expressed concern regarding the fact that our \$25 late fee plus interest that goes to us does not compensate with the \$35 fee charged by Blue Water Community Management for processing the late fee notice. Dr. Scigliano requested we be notified of delinquencies before letters are sent.

Ms. Dolores Thomas indicated that the “Delinquency” tab on the Blue Water Community Management site is not properly indicative of what accounts is truly delinquent. For example, two residents appear online who no longer own the homes. One had passed papers in January and the other in April so should not even be listed and those delinquent assessments should have been collected under the closings for those residences. Mr. Donnie Martinez said he would check those accounts out.

Ms. Dolores Thomas also inquired why the Manager’s report said there were two delinquent accounts when the online “Delinquency” tab indicates more.

Manager’s Report: (Lynn Johnson) Ms. Lynn Johnson provided an online written report. Ms. Dolores Thomas asked why the “cash balance” indicated \$97570.70 which did not show up anywhere in the current financials of March 31, 2020, which had a “Total Assets” of \$99027.25. Mr. Donnie Martinez explained that the reported amount was the actual cash balance as of the actual date (May 1, 2020) when the Manager’s report was generated.

Ms. Dolores Thomas asked why the financials showed \$6755.66 over budget for legal because of an expense for the month of \$7255.66. Further, was it because of the Atty. Arias Bosinger open invoice on the report? Ms. Lynn Johnson explained that it was because of the JHL lien that was filed and that they had a computer “glitch” that mixed up clients’ information and was put in the wrong place. Dr. Virginia Scigliano stated that there was no approval made for a legal expense for \$7255.66 which is in reality the file lien and not legal expenses. Dr. Scigliano will work with Blue Water to change legal expense to outstanding debt because of lien.

Per Ms. Lynn Johnson Community inspections were placed on hold because of the Coronavirus and will begin again as soon as the stay-at-home is lifted.

Dr. Virginia Scigliano requested a copy of the licenses for Mr. Donnie Martinez (Owner Blue Water Community Management) and for Ms. Lynn Johnson (Lancaster CAM).

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Ms. Dolores Thomas requested Ms. Lynn Johnson provide the Board with a corrected written report.

Update/Discussion:

1. **Bids for CPA compilation of prior year financials:** No Board action at this time. Also Blue Water needs to complete the 55+ age report for approval by the Board and filed in June 2010
2. **Manager's report with monthly Balance Sheet and Budget Comparison Budget to Actual report sent to all residents – will email board how to review financials online and Rachael will do a one-on-one training.** Dr. Virginia Scigliano indicated that she appreciated Rachael's offer but at this time we do not have anybody for the training.
3. **Discussion/Action:** Establish date for finance workshop. No action taken. Board members will work with Blue Water individually if they have a question.

Committee Reports are submitted in writing and summarized.

4. **Master Board Committee & Liaison Reports**

- Master Board Director Report: (Dolores Thomas) Report was eblasted to all residents.
- Master Board ACC Lancaster Rep: (Chris Weiss) ACC will be processing applications under special procedures because of Coronavirus restrictions for Clubhouse use for May. If all goes well with the process the ACC will also consider additional processing for subsequent months, as needed.
- Neighborhood Networking Committee Report: (Helen Bohannon) Information provided from the neighborhoods is that many have a separate budget to handle irrigation repairs and one neighborhood has an Irrigation Reserve fund for future replacement.

Lancaster Committee & Liaison Reports

- Architectural - NARC/ACC Requests & Approvals :(Lou. Halter; Tim Cronin; John Lawson; B. Pamplin (Alternate) (Board Rep?) Mr.Lou Halter provided a written report indicating three ACC requests were received and approved by the NARC and forwarded to the ACC. Copy attached.
- Opticaltel Coalition Report: (John Muro)

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- Lancaster Website ;(GeekItDown, Tom Lundy) Mr. Tom Lundy has uploaded many documents to the Lancasterkr.com website. In addition, he has enhanced the photograph options which the residents might want to check out and add to. He also provided a recommendation for the Board's consideration in planning website considerations for next year. The items suggested will be placed on the June agenda.
- Land Maintenance Monitoring & Landscaping: (Helen Bohannon; Dolores Thomas) Still having difficulty with Lawn and Order properly completing and closing work orders. Also problems with proper trimming, edging, and blowing off debris. Committee will review Lawn and Order performance.
- Welcome: (Susan and Bob Pamplin) the Pamplins have provided welcome packets to all the new residents. They left a packet for Ms. Marsha Rager. Richard and Ina Bennett are still in NY.
- Sunshine: (Janet Nestel; Lauren Kurilchik)
- Entertainment/Activities: (Helen Bohannon; Linda Cronin; Chris and Kay Weiss; Susan and Bob Pamplin) the Committee is going to have a drive-thru Memorial Day cookout.
- Neighborhood Emergency Preparedness: (Choice. Edwards) Mr. Choice Edwards is relinquishing his position.
- Ladies Luncheon: (Linda. Cronin)
- Decorations: (Linda and John Lawson)
- Mulch: (John Lawson; John Muro; Don Hulin)
- Roads: (Robert Hughes)
- Painting: TBA

6. Old Business:

Report/Update: Certification of Homeowner's Insurance Forms. Several residents are not in compliance.

- **Report/Update:** Discussion of Lancaster Emergency/Disaster Plan. Status of Resident's Emergency Data Forms and emergency preparedness notification to residents. Where and who maintains Data Forms. Dr. Virginia Scigliano has been gathering the support equipment, documentation, and enlisting residents for the committee. New Chairperson is Ms. Margaret Goedeker. Block Captains are: Mr. Robert Hughes (Backup Ms. Patricia Cawley), Mrs. Janet Nestel (Backup Mrs. Marsha Burton-Gordon), Ms. Patricia Cawley, Mr. Charles Marler, Mrs. Helen Bohannon, Tim and Linda Cronin (Backup Mr. Choice Edwards). Mr.

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Mr. Tim Hyden has agreed to be responsible for the radios. Mrs. Marsha Burton-Gordon provided replacement bags for the missing ones. Master list to be retained by Dr. Virginia Scigliano. Forms will be retained by Ms. Margaret Goedecker and appropriate Block Captains.

7. New Business:

Discussion: Irrigation issues and proposals. Ms. Dolores Thomas has investigated numerous alternatives for irrigation services. She is still awaiting additional feedback from others but based her report on current proposals from Millenium, Down to Earth, and American Irrigation, **Motion** by Ms. Dolores Thomas to accept the American Irrigation proposal for \$300/month with up to \$200 in repairs without requiring Board approval. **Motion** by friendly amendment to include requirement for repairs being itemized. Second by Mr. Choice Edwards. **Motion** by Mr. Under to postpone the motion to the June 8th meeting to allow time for the treasurer, Robert Hughes, input. Second by Dr. Scigliano. Passed unanimously. Mr. Choice Edwards also suggested that an irrigation reserve fund be considered based because the average life expectancy being 20 years. Mr. Steve Unger reminded the Board that just because the item is not budgeted it can be expended from operating expenses.

8. Open Forum: Mrs. Fran Rubright requested a change in lawn Care Company since this one is not doing a good job. Dr. Virginia Scigliano indicated Mr. Robert Hughes will not be able to serve as Treasurer next year because of other commitments so we need somebody to serve in that capacity.

9. Establish Date for Next Meeting: June 8, 2020

13. Adjournment: Motion by Ms. Thomas to adjourn. Second by Dr. Virginia Scigliano. Passed unanimously. Meeting adjourned 10:45 a.m.

Respectfully submitted: Ms. Dolores Thomas, Secretary

Approved: June 8, 2020

Lynn Johnson, CAM

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