

**Sundance Homeowners Association**

Board of Directors

June 8, 2021

**Meeting Minutes**

1. CALL TO ORDER, 6:30 pm

2. ROLL CALL

	William Woltmann, President	X	Stacie Cook, Secretary
X	Brandon Derrick, Vice President	X	Adonica Whelton, Assistant Secretary
X	Brent Bloyed, Vice President	X	Chris Ford, Member-at-Large
X	Tina Brewer, Treasurer	X	Steve Harwell, Member-at-Large
X	Pam Moody, Assistant Treasurer		

3. QUORUM

4. APPROVAL OF PRIOR MEETING MINUTES

Motion by Tina, seconded by Steve, to approve the minutes of the board meeting held May 5, 2021 pending correction of "Motion by William, seconded by Stacie..." to read "Motion by William, seconded by Tina..." 8 Ayes, 0 Nays

5. TREASURER'S REPORT

Went over 2021 Budget forecast (see attached)/potential changes. Motion by Stacie, seconded by Brent to amend the budget forecast. 8 Ayes, 0 Nays:

- a. (\$800.00) fence repairs – paid from dues
- b. (\$1000.00) Tree Maintenance – included in lawn/landscaping contract
- c. +\$35.00 for bank fees (total \$60)
- d. (\$2000) annual lawn maintenance – new contract \$24,000
- e. (\$8000.00) HOA management company (CSolutions)

6. Motion by Brent, seconded by Stacie, to acquire HOA management software services with limit of \$350 start-up and \$150/month. 8 Ayes, 0 Nays

7. Violations – discussed need to address violations

- a. Talk to homeowner
- b. Legal Rights –
  - i. Do we have the right to fine anyone?
  - ii. CCRs – if it's not in this, we can't put into the by-laws
    - 1. By Laws
    - 2. Covenants
- c. Add – info to newsletter;
- d. Letter – Stacie look into drafting a letter to send to homeowners.

8. Newsletter

- a. reminders about violations such as RVs, boats, street parking
- b. committees? Block captains

- c. Annual Meeting, 9 Sep – need volunteers
- 9. Legal – Brent start working on this
  - a. Recommendations from other HOA
  - b. What questions do we want to ask?
  - c. Erosion
- 10. Annual Meeting
  - a. Thurs, 9 Sep21, Stacie, motion; Brent, second. 8 Ayes, 0 Nays
  - b. Ideas
    - i. Food Trucks
    - ii. Fire/police
    - iii. Bounce house
    - iv. Ice Cream
    - v. Movie Night
    - vi. 4<sup>th</sup> of July parade for kids
  - c. Committee
  - d. Block Captains
- 11. Contracts
  - a. Can't set up anything until we have a finalized budget
- 12. Irrigation Contract
  - a. Motion by Brent to appropriate \$150 to look at irrigation; Tina, seconded. (William)
- 13. Lights @ entrance
  - a. Steve Bray with MWC – will not ok; need to give OG&E permission. For MWC to put it up
  - b. Do more research?
  - c. Quote to install light on our property – Adonica to call
- 14. Erosion
  - a. Brent asked the landscaper; they advised suing the developer
  - b. Bill's Custom Concrete and Drainage
- 15. Open Meetings
  - a. Duly request to be invited to the meetings
  - b. Steve to research
- 16. Safety Officer
  - a. Elect Chris as safety officer. Brent, motioned, Stacie, seconded.
  - b. Magnets, for car
- 17. Changes – Annual meeting.
  - a. Trees
  - b. Trash cans
  - c. Fences – common areas – what is required (Blue park not correct)
    - vii. Ideal said no, next to common area
  - d. Sheds, common areas
- 18. Monday, 12 Jul 21, Fuzzy's, 6:00 pm
- 19. Adjourn, Tina, Brandon, 8:21 pm

***//These minutes were approved by the Board at the 12 Jul 21.//***

## Budget Forecast

### Sundance

#### 2021 Budget Forecast

January - December 2021

<b>2021 HOA Dues including outstanding past due amounts and Lien Fees as of 12/31/2020</b>		\$ 47,346.00
<b>TOTAL POTENTIAL REVENUE</b>		<u>\$ 47,346.00</u>
<b>EXPENSE</b>		
Insurance Expense		
Liability Insurance Expense	\$ 1,451.00	
<b>Total Insurance Expense:</b>		<b>\$ 1,451.00</b>
Legal and Other Professional Fees		
CPA Accounting Fees	\$ 150.00	
Other Legal Fees	\$ 500.00	
Lien Filing fees	\$ 77.50	
<b>Total Legal and Other Professional Fees</b>		<b>\$ 717.50</b>
Repairs & Maintenance Expense		
Irrigation System Repairs	\$ 500.00	
Fence Repairs	\$ 800.00	
Tree Maintenance	\$ 1,000.00	
Misc. Repairs	\$ 300.00	
Annual Lawn Maintenance	\$ 76,535.00	
<b>Total Repairs &amp; Maintenance Expense</b>		<b>\$ 29,135.00</b>
Utilities Expense		
Water & Sewer	\$ 2,600.00	
Electric	\$ 1,250.00	
<b>Total Utilities Expense:</b>		<b>\$ 3,850.00</b>
Office Expense		
Supplies	\$ 100.00	
Postage	\$ 350.00	
<b>Total Office Expense:</b>		<b>\$ 450.00</b>
Other Expense		
Bank Fees	\$ 25.00	
Management Fees Expense (Optional)	\$ 8,150.00	
Website Expenses	\$ 500.00	
HOA Signage	\$ 75.00	
<b>Total Other Expense</b>		<b>\$ 8,750.00</b>
<b>TOTAL EXPENSE</b>		<u>\$ 44,359.50</u>
<b>NET INCOME</b>		<u>\$ 2,986.50</u>

#### NOTES:

This budget is a soft prediction of potential revenue and expected expenses for 2021.

In 2020, the Developer contributions totaled \$4,287.00

The Sundance HOA bank balance as of 12/31/2020 \$5,523.26 [2021 Prepays are included in the 12/31/2020 bank balance]