

**Sundance Homeowners Association**  
Executive Board Meeting  
21 January 2022

**Meeting Notes**

**1. CALL TO ORDER -Tina motion-Second Brent**

**2. ROLL CALL**

	Vacant, President		Vacant, Secretary
	Vacant, Vice President	X	Adonica Whelton, Assistant Secretary
X	Brent Bloyed, Vice President		Chris Ford, Member-at-Large
X	Tina Brewer, Treasurer	X	Steve Harwell, Member-at-Large
X	Pam Moody, Assistant Treasurer		

**3. Quorum is present**

**4. UNFINISHED BUSINESS**

- a. Discussed annual meeting
- b. Tina is working on tax prep for HOA
- c. Stacie sent resignation email effective 01/22/2022
- d. Tina shared HOA statements due by February
- e. Treasurer report on Pay Safe charge of \$58
- f. Entrance lights OG&E will install for free
- g. Contact information for Chicago Title- Judith marler 405-343-4988  
[judith.marler@att.com](mailto:judith.marler@att.com)
- h. Communication with attorney has been slow, xxxxx opportunity to set up meeting to answer questions.
- i. Ideal current "Declarant"
- j. Board vacancies: sell the need for volunteers let neighborhood know

**5. ISSUE/ACTION**

- a. Brent will contact Engineer
- b. Light at entrance waiting on quote
- c. Finances (Taxes for 2021)
- d. Attorney-meeting
- e. Steve-Wind Song contact
- f. Brent-Concrete for entrance, Engineer for erosion
- g. Tina-Attorney
- h. Adonica-Quickbooks with Stacie

**6. Adjourn Tina motion to adjourn -Adonica second**

DRAFT

## **1. Violations**

- a. Schedule of fees?
- b. Process (binder has process flow)
- c. Letters
- d. Procedures/actions after letter
- e. Gov docs have some rules about notices and hearings

## **2. DRB/ARC**

- a. Need a committee/board set up
- b. Pay for others to do the board
- c. Review of design guidelines
- d. Process for requests
- e. Required documentation
- f. Caveats for approvals, e.g. homeowner responsible for ensuring meeting city code/permit requirements

## **3. Assessments**

- a. Processing/sending invoices
- b. Late Letters – timing
- c. Liens\*
- d. Small Claims
- e. Payment plans – for those that are late?

## **4. General Administrative items**

- a. HOA Software
- b. E-mail
- c. Assigning areas to board members, e.g. someone to be the focal point for Mx – Brent; Closing Letters – Tina and Pam;