

Howe Farms BOD Meeting Minutes

July 17, 2024

Meeting called to order at 5:30 PM

Quorum

Mary Capone, President Dave Morris, ACC
Samantha Applin, Secretary Gene Tromly, Grounds

Sarah Knaub (Victory Mgmt.) was in attendance

Scribe

Samantha Applin

Agenda – Approved

Review of Minutes from the June 19th, 2024, Meeting – The minutes were approved.

Open Forum – There were no community members present.

Reports:

- President – No report.
- Vice President – No report.
- Treasurer – Ms. Knaub provided the treasurer's report in Mr. Williams absence.
- Secretary – No report.
- Architectural Control Committee – Mr. Morris reported on recent ACC requests and approvals. He confirmed that even if a homeowner is replacing an improvement to their lot with something equivalent, they should request ACC approval for the current project prior to starting. Finally, the board approved general guidelines for ACC projects:
 - Homeowners have 90 days from the date of ACC approval to start construction on a project unless other permission has been given, and
 - Once started, construction must be completed within 90 days unless other permission has been given.
- Common Grounds – No report.
- Membership – In Mrs. Major's absence, Mrs. Capone reported that movie nights are going well and the Howe Farms Block Party is scheduled for August 17th. A motion was made and unanimously approved by the board to allow \$1500 to the Events Committee for the block party.

- Management – Ms. Knaub reported that the covenants compliance notices were distributed. The board approved a motion to allow previously installed, nonconforming mailboxes and posts to remain until repair or replacement is necessary or until the property is sold. At that point, the mailbox and post must be brought into compliance with whatever the standard is at that time. Lastly, Ms. Knaub informed the board that the title search has been requested.
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Unfinished Business

- **Park Projects**

- Mrs. Capone made a motion, which was seconded and unanimously approved, to spend \$2600 for power washing of the recreation area by East Coast Soft Wash.
- A motion was made, seconded and unanimously approved to approve the quote from Major League Painting, LLC to soft wash all playground equipment and to prep all metal parts of the equipment for painting for \$1500.
- A motion was made, seconded and unanimously approved to approve the quote from Major League Painting, LLC to repaint all beige metal aspects of the playground equipment for \$2300.
- A motion was made, seconded and unanimously approved to approve the quote from Major League Painting, LLC to repaint all red aspects of the swing sets and junior play equipment for \$2150.
- A motion was made, seconded and unanimously approved to approve the quote from Major League Painting, LLC to repaint all red aspects of the large play set for \$2150.
- *From June Meeting Minutes: Mr. Tromly made a motion, which was seconded and unanimously approved, to authorize Ms. Knaub to spend up to \$330 to have an electrician inspect all electrical wiring and devices at the park and provide a report as to what needs to be done to bring it into compliance with the National Electrical Code.*
 - Following the electrical inspection and report, the board unanimously approved a motion to hire West Electric to bring the recreation area up to code and to install lights under and outside the pavilion for \$2770.
 - In addition, the board approved a motion to hire West Electric to install outlets under the pavilion for \$2796.

New Business

- **Board Members Terms**

- The board approved a motion to reestablish the board member terms to align with our governing documents.
 - *Note:* Board members serve three-year terms per the Articles of Incorporation, end-of-term dates are set so no more than three board members are at the end of their term in any one year. (Board members serve in each *officer position* for one year.)
 - The following table indicates end-of-term dates set at the July 17th, 2024, board meeting to distribute term ending dates appropriately.

Board Member	Joined Board of Dir.	Beginning of Current Term	End of Term
Mary Capone	April 2023	April 2023	April 2026
Justin Boone	April 2023	April 2023	April 2026
Samantha Applin	Appointed April 2019 (no quorum at annual mtg) – April 2022	April 2022	April 2025
Mike Williams	August 2023, to complete previous treasurer's term	April 2024	April 2027
Lashawnda Major		April 2024	April 2027
Gene Tromly	N/A	*April 2022	*April 2025
Dave Morris		April 2024	April 2027

* Date set by board at the July 17th, 2024, meeting to distribute term ending dates appropriately.

Hearings – There were no scheduled hearings.

The meeting did not enter executive session.

Meeting Adjourned at 6:31 pm.

The next Board of Directors' meeting will be held on August 21, 2024, at 5:30 pm in the Conference Room at the Willow Oaks Library.