



Property Owners Association

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**LANTERN HILL BOARD OF DIRECTORS MEETING MINUTES
26 May 2021**

MEETING LOCATION: VIA ZOOM (VIRTUAL)

1. Call to Order: **9:08AM**

2. Establishment of Quorum

Attendees: Scott Neilson (Treasurer), Anthony Arleth (Newly Elected Board member), Michael Klein / Continental Property Management (CPM)

3. Call to order and Review/approval of previous meeting minutes (if available)

a. Minutes from April meeting not yet completed

4. Discussion of Board structure and assignment of roles

a. Scott Neilson volunteered to be Secretary for the coming year

b. John Wolff will be asked to be Treasurer

c. Tony Arleth will be President

d. There was a brief discussion of establishing committees to address specific areas of Board involvement. This discussion will continue in New Business.

5. Financials Review/Update

a. Financial report as of April 30, 2021 was reviewed and approved

b. Collections report was reviewed. There was lengthy discussion regarding outstanding balances and how to collect.

ACTION: Michael to look into the legality of charging interest on outstanding balances and to report at next Board meeting.

c. Invoices for TreeEx pruning and Trail lighting were reviewed and approved for payment.

ACTION: Scott and Tony to walk the neighborhood and identify additional lights that need to be replaced. To be completed and reported to Michael for action this week.

d. There was a lengthy discussion of the Reserve to ensure that adequate funding exists for roof replacement and the repair/resurfacing of the asphalt roads and alleys.

ACTION: Michael to check scope of asphalt project to determine if individual driveways are included in the current proposal and reserve. To be completed by next Board meeting.

ACTION: Michael to check with CPM to determine how the roof estimate was calculated and if the work done on Kirkbride in 2020 was used to validate the work needed and estimate provided. To be completed by next Board meeting.

ACTION: Tony and Scott to review website and identify development needs for inclusion in budget.

6. Old business

- a. Footbridge Construction- Issue remains open about potential tripping hazard from kickboards.

ACTION; Michael to contact Granja and discuss options to correct. To be completed and reported back to Board by 4 June 2021.

7. New Business

- a. New committee established for neighborhood communications. Scott to be the ex-officio Board member on the committee.

ACTION: Scott to appoint a committee chair and solicit interest from members of the neighborhood to participate. Announcement to be made by 4 June 2021.

- b. Two other committees were discussed... a Community Awareness Committee and a Projects Committee. Details of these committees to be clarified at June meeting.
- c. The Architecture and Landscape Committee process review was tabled until the June meeting.
- d. Gym reopening actions were discussed. Equipment service is underway, cleaning is scheduled and installation of new security cameras is in process. A letter detailing the conditions for reopening the gym has been completed and sent to all residents this week.
- e. The Spring Inspection report was approved. The powerwash of the fence behind the Berm was approved, but the powerwash for the sidewalks was not deemed to be necessary.

ACTION: Michael to send letters to residents this week. In 60 days Michael will follow-up to ensure that all items identified have been addressed by residents.

- f. The Architectural request for Woodbridge has been tabled. Work is in progress.
- g. There was a concern raised about the extent of the patio installed at Lantern.

8. Scheduling of next LH Board meeting – **17 June 2021 at 9:00AM**

9. Meeting adjourned – **11:00 am**