



2nd QTR Board Meeting Minutes Wednesday May 13, 2020

Attendees

Board Directors: Cliff Gilley, Gail Manahan, Rifat Siddiq, Coco Carino Groth,
Larry Fischer, Peter Christensen

ROA Staff Members: Amy Atchison (Director), Mike Robinson (Communication Manager), Kayte Beatie (Community Manager), Melinda Lee (Outreach Manager), Connie Harrington (Accounting Manager)

4:01 pm – Board Meeting Commenced

- Due to COVID-19 restrictions, meeting was held virtually via ZOOM.

Procedural

- Meeting called to order by Board President Cliff Gilley; quorum met.

Public Comment

- No public comment submitted.

Approval of Meeting Minutes

- Minutes from March 11, 2020 Ancillary Board Meeting were unanimously approved as written.

Financial Report

- Board Directives for Reserve Expenditures were reviewed and unanimously approved by the Board of Directors. Directives will be signed at the next in-person meeting.
 - MSTR – 02 – (2020) Directive authorizes the use of Master Reserve Funds to rebuild six garden boxes at the P-Patch, reserve component #515.
 - Eagle Pointe – 01 – (2020) Directive authorizes the use of Eagle Pointe Reserve funds to purchase and install a new pond pump, component #196.
- The Accounting Manager and Association Director provided the delinquency report:
 - As of May 03, 2020, 2% of 3,756 units were delinquent on 2020 assessment payments.
 - There are 35 - 3rd notice delinquencies compared to 24 for the same timeframe in 2019.
- The Board discussed the Association's current financial picture, including accounts that were reporting a variance between actual vs. budgeted.
- 2nd QTR Document Processing Review:
 - Document Processing report matches the Caliber GL. Report available for Board Directors review.

Quarterly Staff Updates

- Updates on key projects and work goals provided by the ROA Director and Accounting, Communication, Community, and Outreach Managers.
 - Draft of annual audit forthcoming.
 - Community Survey postponed until later in the year.
 - Events tabled for the near future; Outreach Manager is creating new ways to engage with the Community.
 - 4th of July plans in the works. It will be a “re-imagined” event.
 - Update given on P-Patch leases and recent plot repairs.
 - All staff back to the routine/regular compliance drive schedule.
 - There have been 71 home sales since the beginning of the year. 23 units in the Panorama Apartments are now open.
 - 103 modifications have been submitted year to date, of which 37 requested expedite service.
 - Discussion about new website upgrade/migration.

NLS Maintenance

- Discussion of NLS landscape maintenance this year.
 - Changes of maintenance schedule and crew size due to Covid-19.
 - Community Manager is pleased with overall community maintenance.
 - Director discussed the proactive communication of NLS leadership and responsiveness of onsite crews.
 - Briefing of Douglas cut-through project.

Move Update

- General discussion around ROA office move.
 - Briefing on project timeline and progress. Slated to move the week of May 25.
 - Server-based telephone system installed and staff is using it remotely.

2020 Election and Board Candidate Nominations

- No new resident volunteers have submitted an application to run for an open seat.
- All three members who hold seats up for election are interested in running to maintain their position on the Board.
- One resident has offered to serve on the Nomination Committee if necessary.

Around the Table

- The Board and Director discussed:
 - Postponing Board Development Workshop until an in-person meeting is possible/advisable.
 - Brief discussion of the successes and challenges of working remotely, and an initial discussion about how to safely transition back to working at the office, as well as possible office protocols that will need to be implemented.
 - Gail brought forward leash law enforcement as well as a discussion about outdoor fire pits.
 - Larry brought forward the use of lawn equipment with combustion engines and the impact on the community.

5:27 pm – Regular Meeting Adjourned/Enter Executive Session

5:40 pm – Executive Session Adjourned