

MEETING MINUTES
Board of Directors Meeting
Terrace Association
Potter's Residence - Tuesday, Sept. 15, 2020

1. **CALL TO ORDER** - The meeting was called to order at 6:00p.
2. **QUORUM** – All 5 Board members (R. Potter, S. Larigan, J. Stalker, T. Hiebsch & D. Hill) were present.
3. **ANNOUNCEMENTS & AGENDA CHANGES** – None
4. **RATIFICATION OF BOARD MEMBERS** –

J. Stalker made a motion to approve the following officers:

R. Potter – President
S. Larigan – Vice President
J. Stalker – Secretary
T. Hiebsch – Treasurer
D. Hill – Director at Large

T. Hiebsch seconded.
The motion passed 5-0-0.
5. **RESPONSIBILITIES AS OFFICERS** – The incoming Board was provided copies of Articles 6, 7 & 8 prior to the meeting. These sections outline the responsibilities and duties of the Board.
6. **MEETING CONDUCT** - The incoming Board agreed on the following regarding meeting conduct:
 - Follow Agenda
 - Process – Background On Item, Motion, Second, Discuss, Vote, Record Result
 - Everyone's View Point Is Important And Should Be Respected
 - Discussions Should Stay With The Board – Not A Topic For Gossip
 - Minutes Should Follow Recognized Format
 - Once Meeting Has Concluded, We Shake Hands And Go Home. Our Passions, Preferences And Desires Must Not Cause Division. Our Vote On Motions – Whether Up Or Down, Represents A Consensus Of The Board Not A Particular Person. It is a Board position.
7. **REPRESENTATION ON MASTER BOARD** - S. Larigan made a motion that R. Potter serve as the Terrace Representative on the Master Board. Potter to contact the Master Board for details.

D. Hill seconded.
The motion passed 5-0-0.

8. **DRIVEWAY PARKING CHANGE TO THE COVENANTS** – The incoming Board was charged from the previous Board to review the language of section 6.04 of the covenants regarding parking and propose a change. There was a lengthy discussion. Key to the discussion was that if it was the will of the Homeowners to revise section 6.07 of the Covenants regarding the four (4) off street parking spaces, it would require a 2/3 vote. While it is understood that the following is still open for more discussion, a motion was made by B. Potter to present the following to the Homeowners (note changes to existing wording is in red):

Section 6.04 Vehicles and Parking. No boat, boat trailer, horse trailer, camper, camper trailer, horse or other livestock trailer, recreational vehicle, personal automobile, personal pickup, bus, specially equipped commercial pickup, or other commercial vehicle or similar item shall be stored or permanently, continually, or regularly parked in and on any street, the Common Area, or in the open on any Lot or driveway. However, and as provided by section 6.07 defined herein, regularly driven personal automobiles, or regularly driven personal pickup trucks may be parked within the driveway. Guests of the homeowner may occasionally park overnight with their personal automobiles or pickup trucks in the driveway.

T. Hiebsch seconded.

The motion passed 4-0-1 (J. Stalker abstained).

9. **BYLAWS & COVENANTS UPDATE AND REVISION** – The incoming Board was charged from the previous Board to review and propose changes to both the Covenants and the Bylaws. B. Potter has started this process and will report at the next board meeting.
10. **FINANCIAL REPORTING** – T. Hiebsch conveyed that he and B. Potter will contact the accounting firm to get a better understanding of the accounting process. In addition, the financial reporting format for the Terrace Budget, P & L Statement, Balance Sheet and Financial Report will be reviewed and a proposal brought forward to the Board along with the reporting frequency.
11. **TREETOP CONTRACT MANAGEMENT** – S. Larigan and J. Stalker will review the current contract and meet with Treetop management to establish new ties of communication.
12. **DEFINE BOARD POLICIES**
- 12.1 Design Review Committee – B. Potter made a motion for J. Stalker to establish criteria in a checklist format for the DRC using Article 5 of the Bylaws as a bases. There was discussion on the content and process.

S. Larigan seconded.

The motion passed 5-0-0.

- 12.2 Covenant Management Board – J. Stalker made a motion for B. Potter to establish criteria in a checklist format using Article 4 & 5 of the Bylaws as a bases. Because there are several overlaps, it was decided the development of both the design review criteria and the covenant management criteria should be a joint effort. There was discussion on the content and process.

T. Hiebsch seconded.

The motion passed 5-0-0.

12.3 Welcoming Committee Selection –J. Stalker provided a welcoming packet of information provided to incoming homeowners. The information was very organized and complete. Emphasis was placed on future information being available on the Rocky Creek web site.

13. RECORDS – A key duty of the Board is to keep complete records. After a discussion, the Board determined that the following primary records should be captured and made available upon request:

- Financial Report
- Meeting Minutes
- Voting Results
- DRC Approvals
- DRC Evaluation Criteria
- Covenant Management Criteria
- Other Supporting Documents

The Board will have this as an open item to determine a path forward. Ideas included storage on the Rocky Creek web site. See next item.

14. PIGGY BACK MASTER ASSOCIATION WEB DESIGN – B. Potter touched base with the Rocky Creek web developer to see if a similar format could be used for the Terrace. S. Larigan made a motion for B. Potter to continue exploring this option, get cost information and report back to the Board.

D. Hill seconded.

The motion passed 5-0-0.

15. BOARD MEETINGS – S. Larigan suggested that for all Board meetings, the homeowners be provided the meeting agenda and invited to attend as observers. All Board members were in agreement.

16. NEXT MEETING – Another Board meeting will occur over the next few weeks. Time and location to be determined.

17. ADJOURNMENT– S. Larigan made a motion to adjourn at 7:40pm.

D. Hill seconded.

The motion passed 5-0-0.

Minutes Approved By: Jane Stalker

Date: Sept. 29, 2020

A G E N D A
Board of Directors Meeting
Terrace Association
Potter's Residence - Tuesday, Sept. 15, 2020, 6:00 PM to 7:00 PM

1. CALL TO ORDER

2. QUORUM

3. ANNOUNCEMENTS

3.1. AGENDA CHANGES

4. RATIFICATION OF BOARD (Motion)

R. Potter – President
S. Larigan – Vice President
J. Stalker – Secretary
T. Hiebsch – Treasurer
D. Hill – Director at Large

5. RESPONSIBILITIES AS OFFICERS (SEE ATTACHED BYLAWS HANDOUT)

6. MEETING CONDUCT

- 6.1. Follow Agenda
- 6.2. Process – Background On Item, Motion, Second, Discuss, Vote, Record Result
- 6.3. Everyone's View Point Is Important And Should Be Respected
- 6.4. Discussions Should Stay With The Board – Not A Topic For Gossip
- 6.5. Minutes Should Follow Recognized Format
- 6.6. Once Meeting Has Concluded, We Shake Hands And Go Home. Our Passions, Preferences And Desires Must Not Cause Division. Our Vote On Motions – Whether Up Or Down, Represents A Consensus Of The Board Not A Particular Person. It is a Board position.

7. REPRESENTATION ON MASTER BOARD (MOTION)

8. DRIVEWAY PARKING CHANGE TO THE COVENANTS (SEE ATTACHED SECTION 6.04 HANDOUT)

- 8.1. Moving Forward
- 8.2. Bylaws Update And Revision
- 8.3. Covenants Update And Revision

9. ACCOUNTING – CRISER GOUGH PARRISH ACCOUNTING

- 9.1. Transfer Of Signatures And Contacts
- 9.2. Reporting Frequency (See Master Association Web Site)
- 9.3. Report Content

10. TREETOP CONTRACT MANAGEMENT (SEE ATTACHED LARRYS EMAIL)

10.1 Contract Management

11. DEFINE BOARD POLICIES

11.1 Design Review Committee Selection – Now Larry, Barbara, Carol

- Define The Process, Criteria And Communication Methods
- Refer to Article 5 – Architectural Control

11.2 Covenant Management Board – Same as DRC?

- Define The Process, Criteria And Reporting
- HOA Management Guidelines
- Refer to Articles 4 and 5 – Maintenance and Architectural Control

11.3 Welcoming Committee Selection – Now Carol, Barbara, Jane Share Important Info

- Contacts
- Covenants
- Web Locations

12. RECORDS

12.1 Define The Records To Be Maintained

- Financial Report
- Meeting Minutes
- Voting Results
- DRC Approvals
- Supporting Documents

12.2 Define Where The Records Will Be Maintained

- Web
- Jump Drive

13. PIGGY BACK MASTER ASSOCIATION WEB DESIGN (SEE ATTACHED HANDOUT)

13.1 Key Contacts (Board, Design Review Committee...)

13.2 Meeting Minutes And Agendas

13.3 Financial Reports

13.4 Other

14. NEXT MEETING

14.1 Future Agenda Items (May Be Emailed At Any Time)

14.2 When Should The Board Meetings Be Open?

15. ADJOURNMENT