

MEETING MINUTES
Board of Directors Meeting
Terrace Homes Owners Association
Potter's Residence – Monday, October 4, 2021 6:30 PM to 7:30 PM

1. **CALL TO ORDER** - The meeting was called to order at 6:32p.
2. **QUORUM** – All four Board members were in attendance (Jon Elder, Jane Stalker, Ross Viner & Bob Potter). The meeting was also attended by Ray Koenig.
3. **DISCUSS LANDSCAPE CONTRACT PROPOSALS** – There was discussion on the three landscaping proposals received including web reported performance ratings. It was decided that language needed to be included in the landscape agreement that defined the number of bagging's vs mulch, the start date of the mowing's, and an accountability system for lawn fertilization, grub worm control and core aeration. Bob to draft language and obtain Board approval.
4. **DISCUSS 2022 BUDGET** - There was discussion on the draft 2022 budget. It was noted that the filing fee with the State was left off and needed included. In addition, it was noted that the final negotiated contract for landscaping would be included to get an accurate measure of required funds needed for CY 2022.
5. **HOA DUES BILLING UPDATE** – Jon reported that fourth quarter HOA dues invoices had been sent out and that the transition from Ray went smooth. Bob reported that Jon was now on the Intrust bank account.
6. **NEW BUSINESS** – Ross lead a discussion about the possibility of having a neighborhood Christmas party. Ross to research and report back.
7. **NEXT MEETING** – The next meeting will be dependent on when answers to questions from the landscape companies are received and evaluated.
8. **ADJOURNMENT** – Bob stated that if there was no more business that there be a motion for the meeting to adjourn. Ross moved for the meeting to adjourn. Jane seconded. The meeting adjourned at 7:28p.

A G E N D A

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| 1. CALL TO ORDER | Potter |
| 2. QUORUM | Stalker |
| 3. DISCUSS LANDSCAPE CONTRACT PROPOSALS | Potter |
| 4. DISCUSS 2022 BUDGET | Potter |
| 5. HOA DDUES BILLING UPDATE | Elders |
| 6. NEW BUSINESS | Open |
| 7. NEXT MEETING | Potter |
| 8. ADJOURNMENT | Open |