

# Sovereign Oaks HOA Board Meeting Minutes

Date: 6.6.23 (Approved 7.11.23)

**Board Members Present:**

Kirsten Kern, Mike Newton, Catherine Stelpflug, and Beth Kainic

**Additional HOA Members Present:** None

**Others Present:** None

**Meeting Called to Order:** 7:37 pm

**Meeting Adjourned:** 8:43

**Executive Session:** 8:43 - 9:08

**Next Meeting:** 7.11.23, (First Tuesday of the month)

Topic	Notes	Next Steps/ Person Responsible
Previous Meeting Follow-up	The board approved the previous month's minutes. Motion: Catherine Second: Mike	CS to email to Rebekah for website
Treasurer	<p>Beth: Beth handed out printouts of the budget.</p> <ol style="list-style-type: none"> <li>1. Beth reviewed budget</li> <li>2. An accounting firm reviewed our taxes and we have a small amount to pay which will bring us up to date through 2022.</li> <li>3. Discussion of a policy for late fees for Assessments. HOA attorney, Zephyr recommended this language: <i>An annual assessment statement will be provided to every lot owner electronically and through paper mail on or before January 5 of each year. Assessments are to be paid in full within 30 days of the initial statement date. If not paid within 30 days, interest shall accrue at a rate of eight (8%) percent per annum, plus an additional fee of twenty dollars (\$20.00) per month or ten percent (10%) of any assessment installment unpaid, whichever is greater, if not paid within 120 days of the initial assessment statement. If dues are not paid within 150 days of the original assessment statement, a lien will be placed on the lot owner's property until all dues, late fees, and penalties are paid in full.</i></li> <li>4. Vote for this new policy only has to be approved by board, not the whole HOA, because it is only a policy change. Motion made by Kirsten Seconded by Mike</li> </ol>	<p>HOA bookkeeper, Kristin Eggins, to email Treasury Report to Treasurer, who will email to BOD. Once reviewed in BOD meeting, Secretary will email to Rebekah for website.</p> <p>Secretary to send out: 4a. - 4e.</p>

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	<ul style="list-style-type: none"> <li>a. Get Mark's vote on this on the 17th</li> <li>b. Send Hot Topic version to BOD</li> <li>c. Send to Rebekah for the Website Under "Rules, Regulations, and Policies"</li> <li>d. Send to Valerie for new owners asking for HOA guidelines, "Rules, Regulations, and Policies"</li> <li>e. Send to Amanda for Hot Topics</li> </ul>	
<p>Com- mittee Business</p>	<p>1. Facilities -</p> <ul style="list-style-type: none"> <li>a. Sign at entry: design of the new sign was reviewed</li> <li>b. Mailboxes: Will need additional set of boxes ordered</li> <li>c. Shed at entry needs clean up, repairs, and repaint. Julie has cleared away weeds. Facilities is looking into plans for the necessary work.</li> </ul> <p>2. DRC -</p> <ul style="list-style-type: none"> <li>a. Several new owners moving in soon</li> <li>b. Several new constructions will be beginning this summer</li> <li>c. New DRC member beginning, replacing Harry Koolen who will be leaving after a completing a three year term</li> </ul> <p>3. Trails &amp; Landscape -</p> <p>No News, Mark absent.</p> <p>4. Social -</p> <ul style="list-style-type: none"> <li>a. Wine Tasting-depends on availability of Amanda's wine guy so apparently he wasn't available.</li> <li>b. Bee Seminar-Art arranged for June 24, 3:30-5 pm at Joni and Sam's house, 55 WOW</li> <li>c. Ice cream social-rescheduling for July – Amanda will handle</li> <li>d. Notice on fiction book club goes out this week</li> </ul>	
<p>Con- tinuing Business</p>	<p>Rules, Regulations, and Policies: The board members present, and later Mark, voted unanimously in favor of a new policy for distributing assessments/dues statements.</p>	
<p>Hot Topics</p>	<p>BOD News: -New metal design for the entry sign has been approved -Thank you to Mike Newton for all his work to get this new sign made and especially for making a metal branch to hold the sign</p>	

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	<p>-Thank you Matt Kern, Julie Brown, Nancy Hoer, Dace and Charlie Remsen for all their work keeping up our landscape at the entry and along the side of the road near our entrance.</p> <p>-New Policy ... (Wait until I have the final vote, one board member out of the country)</p> <p>Social News:</p> <ul style="list-style-type: none"><li>-Bee Seminar-Art Mandler has arranged for June 24, 3:30-5 pm at the home of Joni and Sam's home, 55 WOW</li><li>-Ice cream social-rescheduling for July</li><li>-Fiction Book Club's book and date, coming soon</li></ul>	
Next Meeting Agenda	<p>-Continue discussion on preparing a collections policy to bring before the HOA for a vote at the annual meeting in September</p> <p>-DRC finalized plan for property transfers between neighbors</p>	