

Sovereign Oaks HOA Board Meeting Minutes

Date: 8.8.23 (Approved 9.13.23)

Board Members Present:

Kirsten Kern, Beth Kainic, Catherine Stelpflug, and Mike (virtual)

Additional HOA Members Present: Brad Allen, Sam Cooke

Others Present: None

Meeting Called to Order: 6:55 - 8:50 pm

Meeting Adjourned:

Executive Session: 8:50 - 9:05

Next Meeting: 9.5.23, (First Tuesday of the month) Rescheduled to 9.13.23 due to out of town

Topic	Notes	Next Steps/ Person Responsible
Previous Meeting Follow-up	The board approved the previous month's minutes. Motion: Catherine Second: Beth	CS to email to Rebekah for website
	<p>Voted to set date for the annual meeting, Thursday, Sept. 28th, 2023. Motion: Kirsten Seconded: Beth</p> <p>Brad Allen (previous secretary) led discussion on To Do's to prepare for the annual meeting.</p> <p>Notification must go out, in writing, to the membership between 10 - 60 days prior to the annual meeting. Must include: - Date, time, location, current, 2023, budget and upcoming, 2024, budget. Also add: - Agenda - Proxy Form - Information Sheet</p> <p>Discussion of Agenda items: -With updates, agenda will basically follow the model from last year, each board member will facilitate leading one of the sections most pertaining to their job.</p> <p>Discussion of rotation of new board members: -Board finalized discussion around maintaining a consistent board by voting to amend Bylaws so that we have board members will rotate on and off more evenly. This will support new board members by enabling them to come in and learn about the job two at a time, rather than to have three new board members, at once, learning their jobs. There are many</p>	

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	<p>regulations to become familiar with and it is helpful to work with a board familiar with where to find accurate information when questions arise. The new rotations will be two new members this year, two new members the next year, and one new member the following year. 2-2-1, rather than 1-3-1.</p> <p>Motion: Amend the Bylaws to create a rotation cycle of 2-2-1, in order to disperse rotations on and off the board more evenly over time. Motion Made: Kirsten Seconded: Catherine</p> <p>Step 1: Due 8/11/23 BOD will review 2022 Annual Meeting Minutes -Email corrections to Catherine (secretary) -Catherine will update meeting minutes, if needed</p> <p>Step 2: Due 9/18//23 Save the Date Notice due within 10 - 60 days of meeting -Date/time/location -Will vote on one or two board positions (depending on outcome of proposed election cycle change) -Date to notify board of plans to run (and be on the ballot)</p> <p>Step 3: Due by 9/18/23 Email/mail the formal announcement with additional helpful info. -Date/Time/Location -Agenda -Minutes from 2022 Annual Meeting -Proxy -Budgets (2023, 2024) -Annual Meeting Information Sheet -Notice of honey distribution for attendees</p> <p>Distribution of the Honey at Annual Meeting: -Announce that honey will be distributed to attendees of the Annual Meeting and extra honey can be given to the committee members, especially those doing lots of cost saving work for the community.</p>	<p>CS to: -Continue to update email addresses.</p> <p>-Email or post in US mail (for those w/out emails) the SAVE THE DATE</p> <p>-Prepare all documents listed, for the email mailer and hard copies for the meeting</p> <p>--Email or post in US mail (for those w/out emails) all information documents</p> <p>--Email all information documents to Rebekah to post on website</p>
<p>Treasurer</p>	<p>Beth reviewed the annual budget proposal for next year.</p> <p>Reviewed details of budget to clarify item totals and upcoming income and expenses.</p>	

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	<p>BOD voted on whether to continue our donation to Warren Wilson College Motion: Beth Seconded: Catherine</p>	
<p>Com- mittee Business</p>	<p>1. Facilities -</p> <ul style="list-style-type: none"> a. Shed at entry will have new sign up shortly. b. New Mailbox foundation frame is set and an engineering plan has been created by Charlie Remsen. Will be installed soon. We have 97 separate lots and 96 boxes. <p>2. DRC -</p> <ul style="list-style-type: none"> a. Expect construction to slow down in the coming year. Approximately four new builds expected, at this point. <p>3. Trails & Landscape -</p> <ul style="list-style-type: none"> a. Trails committee continues to do large amounts of clearing and cleaning up, saving the community a tremendous amount of money. <p>4. Social -</p> <ul style="list-style-type: none"> a. Social committee meeting this coming Sat., Aug. 12th, 	
<p>Con- tinuing Business</p>	<p>None</p>	
<p>Hot Topics</p>	<p>Urgent need for replacement DRC member, to be seated immediately on the committee.</p> <p>Please apply, on or before, Tuesday, August, 29th, to Mike Newton at director@soveignoakshoa.com.</p>	
<p>Next Meeting Agenda</p>	<p>Assign non-board member jobs for the Annual Meeting</p> <ul style="list-style-type: none"> -Passing out honey tickets -Taking up honey tickets and giving out the honey -Monitoring clipboards with updates for personal information -Counting ballots (so no BOD members are counting) <p>To Do's</p> <ul style="list-style-type: none"> -Print Ballots (after final date to notify board) -Print Bee Tickets, and number them 	