

2026 ANNUAL MEETING MINUTES

Foresight Professional Plaza HOA

March 10, 2026, 4:00pm – Zoom – Online

The meeting was called to order by Cayce Haren from HOA Services Inc at 4:03pm.

In Attendance	Proxies	Management
Alan Jones Cory Carlson Brian Lehigh Kenneth Perino Jim Bowers Brandy Lujan	1_proxy received.	Cayce Haren HOA Assistant Manager

With one proxy received and owners from six units represented; quorum **was** achieved.

Introductions

Cayce introduced herself as being with HOAServices.

Cory Carlson, HOA President
Brian Lehigh, HOA Vice-President
Brandy Lujan, HOA Secretary/Treasurer

Approval of 2025 Minutes

First motion: Cory Carlson
Second motion: Brandy Lujan
None opposed.
2025 minutes were approved and signed by Brandy Lujan

Old or New Business

Discussion on ADA Ramps

- Discussion on whether ADA Ramps are an HOA responsibility or individual owner responsibility.
- Historical practice: one ramp per building intentionally placed in middle; owners may have added ramps in past at owner expense.
- Cost estimate: Mark previously priced ramps at about \$5,000+ (appears to be collective cost to install ramps across site; discussion indicates cost would be divided among owners if HOA chose to proceed).
- Outcome: No immediate action to install additional ramps. Owner will advise the tenant that intent was one ramp per building; cost info noted.

Gutter leak / stucco damage at Brandy's unit (2532 PATTERSON RD STE 12)

- Raised by adjacent owner and Brandy. Persistent gutter leaks dripping onto door/wall causing staining, stucco deterioration, mold concerns, and potential foundation risk if unresolved.
- It was noted that gutter maintenance is HOA responsibility.
- Action: Management to coordinate with Mark to obtain multiple roofing/gutter contractor bids and assessments, including options (repair existing seam, add a small short gutter above door, other remedies).
 - Brandy to email details and photos for bidding
- Note: Prior downspout/metal inserts added on north sidewalk due to previous overflow; localized solutions were used historically.

Budget

- Management read budget guidance: The budget is ratified by the Board and automatically adopted and approved at the Annual Meeting unless rejected by a simple majority of owners, whether or not quorum is met in accordance with the Declaration, Art. 17. Budget and Records. Subsection (d).
- Attendees reviewed 2023–2025 (and proposed 2026) columns; questions raised included:
 - 2024 column labeled “budget” should read “actual” (management agreed to verify).
 - After the meeting it was verified that the 2024 section on the Budget is correct as we did not have actuals, just the budget
 - Repair & maintenance — grounds increase from \$3,800 to \$5,800 (attributed generally to inflation and possible anticipated roofing/gutter work)
 - Landscape maintenance non-contract line explained as allowance for emergency/non-contract work.
 - HVAC maintenance increase: filters changed by HOA ~3–4 times/year; mechanical failures are owner responsibility. Attendees asked for clarification on large jumps in HVAC line items; Follow up with accounting/Mark for specifics.
 - Parking lot maintenance: likely related to handicapped signage/parking marking issues; past contractor work was unsatisfactory (posts unstable, incorrect markings).
 - Management fees increase: Mark is phasing HOAs under 50 units to base \$500/month by 2027; current increase to ~\$450/month in 2026.
 - Office expense: covers mailing costs (statements, annual meeting packet, required physical annual packet) owners can opt into paperless but annual packet physically required by law.
 - Timing of dues increase board to decide effective date; group concurred to make effective May 1, 226 to provide notice.
- Additional budget clarifications requested:
 - Management will obtain accounting details on 2024 actuals vs budget title, parking lot charges, HVAC cost increases, and landscaping/repair spend and will provide follow-up to board.

Motion to approve the budget for 2026 as drafted.

First: Kenneth Perino

Second: Jim Bowers

None Opposed.

Budget is approved.

Elections:

N0 elections in 2026

Adjournment

- Owner inquired if there were any delinquent accounts.
 - Management reported no delinquent accounts as of March 2026

With no further business to discuss, Cayce H asked for a motion to adjourn the meeting at 4:29pm.

None opposed.

The meeting adjourned at 4:29pm.

Signature

Date