

# 2024 ANNUAL MEETING MINUTES

## Grace Park II Condominium Association

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April 16 @ 3:00p.m. – 640 Belford Avenue. Meeting called to order by Mark Shoberg, HOAServices INC

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In Attendance Board	Proxies	Management
Matthew Bonner-Moss		Mark Shoberg
Constance Combs (zoom)		Cayce Haren
Janell Gear (4 Properties)		Rebeckah Webb
GLT Properties LLC (7 Properties)		
Elaine Sapp	7 proxies received.	
Jeanne Thoele		
Landon Satterfield (3 Units)		
Cathy Foraker		
<del>Dawn David</del> (This person did not appear as an owner of record for the HOA)		

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**Quorum** With 7 proxies received and 26 -unit owner's present, it was announced that quorum had been achieved.

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### Introductions

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Mark Shoberg (hereby referred to as Mark S.) introduced himself as the HOAServices Manager.  
Rebeckah Webb introduced herself as the HOA Agent  
Cayce Haren introduced herself as the HOAServices Assistant Manager

The current board that was present introduced themselves:  
Janell Gear, Matthew Bonner-Moss, and Jeanne Thoele

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### Approval of 2023 Minutes

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Mark S. requested a motion to approve the 2023 minutes.

First motion: Jeanne Thoele  
Second motion: Debbie Thomas

None opposed.

2023 minutes Approved.

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### Discussion on New and Old Business

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Mark S opened the discussion for old and new business.

- Discussion on painting of the stairs and balconies/decks

- Complete 3 per year
- They are stripped down and any bad wood is removed and replaced
- Vivax then paints and provides a 9-year warranty on their work
- Vendors determine the worst and board reviews and picks the three worst based on the vendors.
  - This year's worst 3 should be determined in May or June.
- Discussion on HVAC startup – Biggest HOA expense
  - Starting on May 6, 2024
    - Could take up to 2 to 2 weeks to get all HVAC's started up
    - Please let us know if yours is not working by the date on the notice (May 28)
      - The techs may need to make repairs as needed during the startup
  - Techs try to get to owners with issues throughout the season within 24 hours
  - Scheduling is based on techs looking into the future to see if anymore freezes are coming
- Discussion on if painting lines in the parking lot had been brought up
  - Mark S explained that there is roughly \$14k in maintenance and repair in the budget
  - Mark S explained that this can be a request made for the board to review
  - Mark S also explained that this is an expensive project
  - One owner expressed concern of the area getting jammed up if this project takes place
- One owner inquired if there were any siding issues.
  - Mark S explained that HOA was doing rather good right now and issues that come in are sent to the board for review and approval for repair.
  - Extenuating circumstances are the owners responsibility.
  - One owner discussed how grill's can cause damage to the siding
- One owner asked if there has been discussion about painting the fence.
  - Mark S explained not at this time but if there is an area of concern to send pictures to HOA Services so that the board can review based on the budget.

## Budget

Mark S opened discussion on the proposed 2024 Budget.

- Discussion on HVAC/Coolers, state up and winterization
  - Mark S explained that it states out around \$26,000.
    - Techs charge a 1 hour minimum. 2 techs at \$100.00 per hour.
    - Timing is different for each unit depending on what is needed and if there are repair's
    - Techs are out in the HOA 1-2 times per week throughout the season
    - Same crew (Pyramid Construction) completes startup and winterization
      - This crew blows out cooler lines to prevent freezing during the winter
  - It was noted that HVAC maintenance is different from the dryer vent maintenance. Dryer vent maintenance is under maintenance and repairs on the budget.
- Discussion on painting costs
  - Mark S explained that Vivax offers a 9-year warranty on their work
  - Previous vendor did not come with a warranty
- One owner asked what percentage of pumps have been replaced in the Swamp coolers?
  - We do not have the current percentage
  - Owner motioned to that all original pumps should be replaced during start up this year as preventive maintenance to attempt to save some money.
    - First motion: Guy Thomas
    - Second motion: Jeanne Thoele

- None opposed, motion passed
- One owner asked if anyone was opposed to raising the dues to \$150.00 per month
  - Mark S explained that if the dues are raised to anything over 5%, 67% of those present at the meeting have to approve the increase.

There was a motion to increase the monthly dues to \$150.00 effective June 1, 2024

1<sup>st</sup> Motion: Jeanne Thoele

2<sup>nd</sup> Motion: Janell Gear

16 votes to increase

Budget Passes

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## Elections

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Mark S opened the 2024 elections by stating that there was only one position that was open for election this year. That position is the member at large position for a 1-year term.

Jeanne Thoele

1. Self-Nomination Jeanne Thoele
2. Janell Gear

- None opposed, Jeanne will serve a 1-year term as a member at large, none voting member.

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## Adjournment

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With no further business to discuss, Mark S. asked for a motion to adjourn the meeting.

No one present objected to the closing of the meeting.

The 2024 Annual Meeting was adjourned at approximately 3:35 p.m.

  
Signature

  
Date

