

PALMER SUBDIVISION HOA

Palmer HOA Board Meeting Minutes

Date: March 3, 2025

Attendees: Via Zoom

- Jeremiah McGuire-President
- Tyler Oester-Vice President
- Lindsey Grannis-Secretary

Minutes Recorded by: Lindsey Grannis

Meeting Called to order 7:05pm

HOA Business and Neighborhood Updates

The group moves on to discuss HOA business, including an unpaid invoice from the Gustafsons, for which they decide to have Scott at Red Leaf Management (RLM) draft a non-legal contract based on annual costs.

There is also plan a ditch cleanup day, with Lindsey volunteering to write an informal letter to HOA members to participate. The board agrees to request blind copies of all correspondence from Red Leaf Management to stay informed about delinquent dues and new homeowner enrollments.

HOA Policy Costs and Alternatives

The Board discussed the high cost of having Altitude Law write new governing policies for their HOA, which they agreed was not in the current budget. They explore alternative options, including asking their own attorney contacts for assistance or potentially budgeting for it next year. The group agrees that their existing policies, adapted from another HOA, are mostly sufficient, with only minor changes needed. They conclude that they can still send notices, letters, and pursue basic collections under their current policies, but updated policies would be necessary for court or collections actions. The board decides to continue with their current approach of encouraging conformity and being neighborly, rather than actively fining residents, with the exception of late fees which can be assessed based on CCRs.

Updating Policies and Finding Board Members

The board discusses the need to update and issue revised policies by October, as well as the challenge of finding new board members to fill vacant positions. Lindsey brought up the idea of a blast email to homeowners and Jeremiah mentioned personally reaching out to potential candidates. The board also addresses the upcoming term expirations in October and the potential need for re-elections.

Without a current treasurer the Board considers scheduling an in-person budget review meeting with Red Leaf's input, acknowledging that dues will likely need to increase for 2026 to cover expenses and maintain reserves

Administrative Matters and Insurance Discussion

The board discusses various administrative matters, including insurance for the community fence and potential CCR revisions. They decide not to make any changes to the CCRs regarding fences, chickens, and parking at this time, but will keep a list of potential updates for future consideration. Jeremiah is tasked with asking Redleaf about insurance discounts based on the current build-out plan.

Addressing ACC Tracker and Guidelines

Jeremiah reports that there has been no progress on the Architectural Control Committee (ACC) since November 8th. He notes that Charlie has been uncommunicative. The ACC tracker has not been updated since November, which Jeremiah finds problematic for monitoring guideline adherence. The board discusses the need for a shed guideline and more frequent updates from the ACC. They decide to request a meeting of the ACC within the next week to address these issues and update the board on current violations and the status of submissions.

Shed Guidelines and Neighborhood Violations

The board discusses guidelines for sheds, which Jeremiah outlines, including alignment with the home's architectural style, color matching, and placement requirements. They agree to formalize these guidelines and submit them to Red Leaf. The group then reviews current violations in the neighborhood, deciding to send friendly reminder letters for issues such as unscreened HVAC units, propane tanks, trash cans, and unkempt yards. The board notes that some residents have unpaid dues and assumes Red Leaf management is addressing this issue

Budget Meeting Scheduling Challenges

The board discusses scheduling a budget meeting for July 7th after 10 AM, with Jeremiah joining via Zoom and Tyler and Lindsey attending in person with Scott at RLM.. Lindsey mentions completing the Fincen and BOI requirements, describing it as an easy process, and suggests paying Redleaf Management the \$100 to file the documents. Jeremiah agrees to inform Scott about the meeting date and agreement to have RLM take care of BOI requirements.

Action Items

Jeremiah McGuire will follow up with RLM on outstanding questions and tasks:

- RLM to process the BOI
- RLM to write on contract to implement with the Gustafsons and attempt collection by 3/14/2025, moving forward if they do not pay or sign we need to formulate a plan.
- Board Members request to start seeing a weekly report on past due HOA dues until they are all paid in full as well as any fines or collection costs being sent out.
- Ask RLM to follow up on owners not enrolled in the portal, the board would also like a list and we may attempt direct contact with them to assist.
- Ask RLM to look into our insurance policy cost for the upcoming year
- Request RLM to email the board contact info for lots 6, 19, and 26. Lot 11 will be closing on 3/19/2025 and it would be appreciated if that was sent on as well.
- RLM to send a meeting request for a budget review on 7/7/2025 at 10 AM to the board and a Zoom request to Jeremiah only.

Lindsey Grannis

- Will draft letter and email directly to all homeowners the spring ditch cleanup information.
- Will have Christian draft spring irrigation and install reminder letter and get board approval and then send on the RLM to add to HOA portal

Tyler Oester

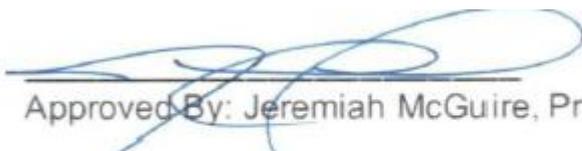
- Will work on getting his BOI requirements done

Adjournment

The meeting was adjourned at 8:22pm

Minutes Submitted by: Lindsey Grannis, HOA Secretary

Date: 3/13/2025


Approved By: Jeremiah McGuire, President