

Fairoaks Subdivision HOA Meeting  
November 3rd, 2024 @256 Fairington  
Meeting Agenda



1. **Roll Call and Call to Order:**
  - a. Henry called meeting to order at 3:07pm. Courtney Mueller, Matt Sinnokrak, Joe Thole, Dawn Henry, and Julie Knopf were all present.
2. **Approval of October 7<sup>th</sup>, 2024 Meeting Minutes.**
  - a. Motion made by Mueller, seconded by Knopf to approval October 7<sup>th</sup>, 2024 meeting minutes. Ayes by acclimation; Abstain: Matt Sinnokrak
3. **Treasurer's Report**
  - a. Review of Annual Budget/Audit
    - i. Mike Stuart completed the treasurer's audit.
    - ii. Thole took considerable time to download all available bank statements from 2022-present. He will be working to match up invoices to checks written for the 2024 year. The balance is \$4703.80 at this time. He is also compiling all logins/passwords to various accounts.
  - b. Unpaid Dues Update
    - i. Board agreed that any unpaid dues at this time will be sent a certified letter. Thole to get Henry the 3-4 remaining addresses so the certified letters can be mailed by end of week, by Nov. 8<sup>th</sup>.
  - c. Update on change of bank account type
    - i. Thole went over changing the bank account to a business account and with board approval will try to complete by next board meeting. This is to facilitate easier transitions between rotating board members.
  - d. Update on insurance coverage
    - i. Thole investigated with State Farm to find out why there was an addition to the coverage for directors. Board discussed how the By-laws are written in a way that protects any Board members from any sort of legal retaliation from any/all homeowners. Board decided to get 3 quotes to compare rates for next meeting. Thole, Knopf, Mueller will provide quotes from 3 different insurance companies.
4. **New Business**
  - a. Entryway maintenance discussion (whiteboard session) -

- i. Members discussed updates to landscaping, roof of monument, electrical, and camera enclosure placement. Plans for installing camera and lockbox
    - ii. Mueller shared the lockbox she recommends for around \$700. Installation has to be timed and slotted in with Front Entrance Updates. See New Business A.
  - b. Holiday Decorations: entryway lights, garland around signs
    - i. Courtney will take inventory of decorations she was given by previous board member. We will need to make sure we have the following: extra long zip ties, new red bows if needed, tree light in working order
    - ii. Members to invite neighbors to help on Saturday November 30<sup>th</sup> at 11am. (will put in next newsletter)
  - c. Initial planning on neighborhood Christmas Light Walk 2024
    - i. Henry will donate Hot Chocolate Bar with items. Host TBD.
    - ii. Next newsletter start sharing info to get the word out.
  - d. Next phase of Contact Audit-Waiting for Spring to go door to door.
- 5. Old Business-All staying tabled for future meetings**
  - a. Tabled from previous meeting: Lawn Service Contract
  - b. Tabled from previous meeting: Waiver of Dues for address 1500 Fair Oaks
    - i. Not in bylaws, just a gentleman's agreement
  - c. Tabled from previous meeting: Create list of homes that have been granted One-time waiver of dues for new camera installation
  - d. Tabled from previous meeting: Can board offer reduced dues for annual proof of working camera
- 6. Next meeting: Monday, December 2<sup>nd</sup> @ 6:30pm, Julie's residence-100 Fairington**
- 7. Adjournment: Sinnokrak made a motion to adjourn, Thole seconded. Ayes by acclimation at 5:32pm.**