

**The Landings Homeowners Association
Annual Meeting Minutes
October 19, 2022**

Attendees:

- Jan Green, President
- Jay Williams, At Large BOD Member
- Ches Lanham, At Large BOD Member
- Christine Reilly, Treasurer
- Tracie O'Brien, Bay West Management

Absent:

- Jody Glacken, Secretary

Jan called the meeting to order at 6:40 p.m. and introduced the current board members.

Approval of October 20, 2021, Annual Meeting Minutes: Jan requested a motion to approve the minutes. Christine made a motion to approve the minutes. Jay seconded the motion. Minutes were approved by all members.

President's Report:

Jan noted the following in her report:

- Baywest obtained 3 bids for new trash removal contractor. The new board will review and select a contractor.
 - Loretta Lamar (1246 Youngs Farm Road) asked about the cost of the vendor that only picks up trash once per week.
 - Discussion with community members about glass recycling
- The landscaping contract has gone out for bid. The current contractor has not met the requirements of their contract.
- Refurbishment of the tennis courts with provisions for pickleball has been delayed until Spring 2023.

Treasurer's Report: Christine reviewed the status of the HOA reserves, budget, and actual expenditures as of September 30, 2022.

- John Chapman (13 Muir Woods Court) commented on the lack of posting of the financials and board members.
- Lenka Capurro (13 Copley Court) noted that she had never seen the financials posted on other community websites and asked if they could be directly sent to the homeowners.
- John Chapman said that the financials could be posted on a website that was only accessible by homeowners.
- Jay Williams (5 Landings Court) asked if the minutes and financial reports could be posted on CINC. Tracie noted that only 118 of the 288 homeowners are registered on CINC.

- Margaret McLemore (3 Landings Court) asked if the reserve study could be posted in CINC and be available to the homeowners.
- Laura Parry (11 Copley Court) asked when the financials will be posted.
 - It was noted that the financials through August 31, 2022, could be posted since they have been approved.
- Rod Huston (9 Copley Court) requested a document be written that explains what is included in each line of the budget and asked that the document be posted on the website. Rod also volunteered his services to help with the community website.

Landscaping Discussion:

- Chrissa Rich (1237 Youngs Farm Road) noted that Helena and Jan donated the mums and the soil for the garden in the stump of the big tree that came down in August 2022. Chrissa will water the garden.
- Laurie Mack (15 Tiburon Court) provided updates on the ongoing conservation study being conducted. This study has been funded by a grant.
- Tracie noted that there will be some tree work taken care of before the end of 2022 with the remaining budget available for tree maintenance/removal.
- Laurie noted that there will be some trees removed as part of the conservation work.
- Chrissa asked about whether a tree on Winslow Court has been evaluated. Jan said that she believed it had been.
- Chrissa asked about color and pollinators in the landscaping for each community.
- Chrissa also noted that the light post near the tree stump has white on it and asked if it could be painted.
- Lenka asked if bids have been obtained from other landscaping companies. Tracie said that we have two bids. She noted that it is difficult to get landscaping companies to bid. The new board will select a landscaping company, and the contract will start in January 2023.
- Chrissa asked who is responsible for clearing leaves from the storm drains and if this is included in the landscaping company's contract?

Quorum: Jan stated that the 10% requirement for quorum had been met and the proof of notice was sent out by Baywest in accordance with the bylaws.

New HOA Board: Margaret McLemore witnessed and verified the vote count for the new board members. Tracie announced the newly elected board members:

- Tiffaney Adams (Copperwood)
- Lenka Capurro (Painter's Hill)
- Ches Lanham (Stonecreek)
- Laura Parry (Painter's Hill)
- Jason Ray (Copperwood)
- Christine Reilly (Painter's Hill)
- Jay Williams (Stonecreek)

Tracie thanked Jan for all her years of service on the board.

Motion to Adjourn: Jan asked for a motion to adjourn. Christine made a motion to adjourn. Jay seconded the motion. All members approved the motion.

Meeting adjourned at 8:00 p.m.

Respectfully submitted

Christine Reilly

The Landings Homeowners Association
Executive Session
Meeting Minutes
October 19, 2022

Attendees:

- Lenka Capurro (Painter's Hill)
- Ches Lanham (Stonecreek)
- Laura Parry (Painter's Hill)
- Christine Reilly (Painter's Hill)
- Jay Williams (Stonecreek)

Absent:

- Tiffany Adams
- Jason Ray

Executive Session began at 8:10 pm.

- Discussed need to set up HOA emails for the new members
- Tracie noted that the towing company will not pick up inoperable cars since they are not usually claimed and the company has limited space to store the cars.
- Discussed the need to have an organizational meeting to elect the officers and review the budget prior to the November 16, 2022, meeting. The board members who were present selected a few dates. Tracie said she would send them to Jason Ray and Tiffany Adams to determine their availability and schedule the meeting at date and time in which all members could attend.
- Tracie will send a package to all the new board members including the reserve study, trash removal contract, proposed budget, and current financial status.
- Discussed the possibility of having a board members -only Zoom meeting for the months when there is no meeting with the community. This meeting would be to discuss issues and status.
- Discussed communication, how emails from homeowners are handled (i.e., who responds and use of reply to all), and the breakdown of responsibilities between the board and Baywest Management.