

**GV Townes HOA  
Board of Directors Annual Meeting Minutes  
April 29, 2024**

**I. Call to Order**

- a. HOA President, Kerri Payne called the meeting to order on April 29, 2024 at 6:09 pm.

**II. Roll Call**

- a. Kerri Payne, President/Member-at-Large
- b. Michelle Orvis, Vice-President
- c. Dave Tushar, Treasurer
- d. Beverly Tomlin, Secretary
- e. Tyler Ritter

Other attendees present:

Josh Lundgren, Community in Focus Manager  
Lena Deptolla, Property manager

**III. Acknowledgements & Review of Board Activity**

- Kerri announced that tonight's meeting will be Dave Tushar's last board meeting serving as HOA treasurer. She thanked him for all of his work, especially finalizing the budget. Kerri also thanked Deb Bendelow, Townes Grounds Chair for her efforts to maintain the esthetics of our community.
- The Community Focus Management team, Lena Deptolla, manager and Josh Lindgren, owner, were acknowledged.
- A year-in-review of board activities included securing a new management company, updating the Rules and Regulations, securing a new landscaping company, completing a reserve study in order to create a relevant budget, and proposing an amendment to the declarations.

**IV. Introduction of Candidates & Property Manager**

- Tyler Ritter announced her desire to be reelected to the board. Her name is included on the ballot to be returned by May 15 to Community Focus.
- The new Property Manager, Lena Deptolla was introduced.

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**V. Old Business**

- a. ARB Requests: There were no new requests available for discussion and approval. Residents who have submitted an ARB request should receive an update from Community Focus soon.
- b. Financials and Budget Approval – HOA outgoing Treasurer, Dave Tushar presented information from the reserve study concerning the 2024 budget and the future 2025 budget. The reserve study recommended an annual increase in monthly dues to \$145/month. Dave put forth a motion to

- approve the new budget. It was seconded by HOA secretary Beverly Tomlin. The increased dues are necessary for funding the reserve and upcoming projects such as roof replacement, power washing and painting.
- c. Violations /Rules & Regs Update - The board updated the rules and regulations. They were approved in Nov. 2023 and went into effect in January 2024. The Violations Committee sends notices when necessary.
  - d. Grounds Update - The landscaping company was switched to Bland in January 2024. If residents have feedback about the landscaping company, they should inform Community Focus.
  - e. Pressure Washing - Once the painting plan is established, units will be pressure washed before the painting begins.

## **VII: New Business**

- a. Painting - Community Focus is assessing townhomes to update the painting schedule. They have also been in touch with the former painter to gather historical information. The plan will be communicated once it is finalized.
- b. Accountant consideration - The HOA board may begin to utilize an accountant. The POA is also considering, and the HOA board may use the same accountant in order to minimize the cost.
- c. Roofing - The roofing project is slated for the older townhomes. Community Focus is currently in the process of seeking bids from various roofing companies. Once a company has been selected, the timeline for roof replacement will be communicated to the community. The roofing project will also include garage roofing.
- d. Amendment of Declarations - According to the declarations, the Board can add rules and regulations to limit short term rentals to six months or more yet felt it was important for homeowners to vote on the matter. A two-thirds vote is needed to amend the declarations. The Board brought the amendment to the POA and received their support to move forward. Community Focus and the HOA's attorney were consulted and provided guidance in this decision. The Amendment of Declarations includes limiting short term rental to six months or less as well as requesting landlords provide the management company with information about the lease. This will help improve communication between the management company, landlords, and tenants, and allow the management team to better serve the community when issues arise.
- e. Change of Annual Meeting Date - Typically the HOA annual meeting has been held in April and includes approving the budget for the current year (January - December). The Board has approved moving the Annual Meeting to October and the budget for the following year will be up for approval.
- f. Termite inspection reminder - Homeowners received an email from Community Focus about the annual termite inspection (Kil-Mor Pest) which will take place on Monday, May 13 and Tuesday, May 14 (inspection date is based on address). Community Focus will send another reminder and homeowners are asked to share the information with their tenants, if needed. The termite company will need to have access to backyards to complete their inspections.

## **VIII: Open Forum**

- The following topics were discussed at the Open Forum:
  - o Amendment of Declarations: short- term rentals
  - o Rules & Regulations: Trash Cans
  - o ARB inquiries, work orders and reminders
  - o Concern about traffic speed and adding speed humps (roads are owned by the POA and county).
  - o Irrigation concerns

**IX: Scheduled Meetings**

- No May meeting. The next HOA Board meeting will be held on July 10<sup>th</sup> at BOLD realty. Community Focus will send a reminder.

**X: Adjournment - 7:42 pm**