

**CCVNHOA Board Meeting**  
**July 17, 2018**

In attendance: Debra Reinhard, Jenny Mancini, Jeff Denchfield, Sherry Blim, Sue Rice, Henry Gardiner, Edie Widoff, Katie Kleeman, Lesley Geraci, Ward Argust, and Anne Egan

Meeting commenced at 7:06 pm.

**Approval of June Meeting Minutes:** Debra motioned to approve the June board meeting minutes as written, seconded by Katie, and unanimously approved.

**President's Report:** Debra said thank you to the board for rescheduling the July meeting. The covenant enforcement issue is an important one and it's best not to let too much time lapse between discussions. Anne passed out notebooks containing the Covenants and Bylaws, and the code violation fee schedule, as well as some other related information. Debra reminded the board that Mary Chedsey came to the June meeting with a proposal to create a formal code enforcement walk-about committee utilizing two board members each month. Ward asked if this is a wholesale neighborhood problem, or just a couple of repeat offenders. Katie said she has noticed more neighborhood code infractions since this issue was brought to board attention last month. Debra said she thinks most people don't know they are out-of-compliance and that they are not purposely disregarding the rules. Katie did some research on what other neighborhoods in the vicinity are doing on code enforcement and she passed out a hand-out she put together. Katie really likes the consistently fair approach that Huntington Acres takes regarding code infractions. They address problematic issues as soon as they arise. The Huntington Acres HOA does not have specific covenants for enforcement, but they are looking to put them in place. Debra said she is concerned about CCVN's HOA getting in trouble for not enforcing code infractions fairly and consistently. The board referred to Section 5.6 of the Covenants; landscaping requirements and restrictions. Ward mentioned that a neighborhood walk-about committee might miss code infractions and be open to additional liability. As a reminder, taste is subjective and what doesn't look good to some people might not actually be a violation of code. Debra would like to put a button on the CCVN website where neighbors can lodge complaints. Sherry mentioned that we have a process in place to resolve these issues, but we need a neighborhood subcommittee to enforce it. Jeff said that he thinks documentation is an important part of this process and that most neighbors will quickly address problems. Jenny hesitates to make our covenants more specific because there will always be something they cannot address. Debra asked whether the board would like to institute a proactive seasonal walk-about approach to code violations or stay with the current policy of addressing concerns when they are brought to board attention. Sue thinks it is best to continue reporting issues to the City. Edie motioned to institute a proactive walk-about approach to issues that are out of compliance with association or municipal covenants, seconded by Sherry; motion fails on a 5-4 vote, with one abstention. Jenny motioned that the board take the first step, not the City, on citing neighbors in response to complaints, seconded by Katie, motion passes on a 6-3 vote, with one abstention. As part of the HOA complaint

process, Jenny proposed establishing a Covenant Review Committee with at least one active board member which will send out emails reminding people of the HOA covenants, respond to written complaints coming in via email, mail, or on the website button, drop off a warning letter noting the time of the visit and the violation, and stating that the committee will check back in ten days to see if the problem has been corrected. If not fixed, the formal HOA citation process will begin. Katie motioned establishment of this Covenant Review Committee, seconded by Edie, and unanimously approved. The board will revisit this at the August meeting. Katie motioned that HOA guest speakers speak at the beginning of board meetings for 3-5 minutes and then depart before board business, seconded by Jenny, and passed with one abstention.

**Vice President's Report:** Katie did not have a formal report.

**Treasurer's Report:** Jenny did not have a formal report. Sherry will be taking over all the administrative Treasurer's work. The HOA is not actively pursuing the remaining outstanding 2018 homeowners' dues, but delinquency has been noted and late fees are being assessed.

**ARC Report:** Jeff said that a neighbor has installed artificial turf in their back yard. He will check with Paul on this. Jenny said that she wants to be sure we haven't formally approved the turf. The homeowners at 9158 E. Tufts Place have a visible outbuilding with a corrugated steel roof that is out-of-compliance with neighborhood covenants and not in harmony with the property or neighborhood. They put it up recently, but the request came in after. This was not approved by ARC and the homeowner is being told to fix it.

**Old Business:** The 4<sup>th</sup> of July party was a great success.

Debra moved to adjourn the meeting at 9:25 pm, seconded by Jenny, and unanimously approved.

**Upcoming meetings:**

August 14	Johnny Poon
Sept 11	Jenny Mancini