

**COLLIERS HILL MASTER ASSOCIATION, INC.
ANNUAL MEMBERSHIP/BUDGET RATIFICATION MEETING MINUTES
JANUARY 23, 2020**

CALL TO ORDER

Notice was given to all members in accordance with the Bylaws of the Association and a quorum was established. Mark L. Eames of PCMS was in attendance and by authorization of the President of the Board of Directors, Mr. Jerry Richmond, called the meeting to order at 6:02 p.m.

APPROVAL OF THE 2019 ANNUAL MEETING MINUTES

Mr. Eames asked the homeowners in attendance to review the February 2019 Annual Meeting Minutes, if they had not already done so. Motion was made and seconded to approve the minutes as written and presented. The minutes were unanimously approved as presented.

DEVELOPMENT PLAN UPDATES

Mr. Richmond provided the membership with a general update regarding the on-going development plans for the Colliers Hill Community. Mr. Richmond asked that if any of the members in attendance had any specific questions to please come see him after the meeting and that he would take down the inquiry and make sure a response was provided back to the member.

COMMUNITY SERVICE CONTRACTOR UPDATES

Heather Mundy and Amy Ostendorf with the YMCA were in attendance and presented a brief update on the facility, and this year's upcoming social events. Mr. Eames noted that Chason Geister with Environmental Designs, Inc. was unable to attend the meeting this evening due to an emergency family matter.

NEW BUSINESS

ELECTION OF DIRECTOR

Nomination and Election of Directors: Mark Eames announced that there was one open position up for election for a three-year term. After addressing several questions from the membership, soliciting for two homeowner volunteers to tabulate the votes and introducing John Bryant and Molly Sabatino, the two homeowners that had submitted their names for nomination, Mr. Eames opened the floor for additional nominations. After three attempts to gain any additional interest from the members present to place their name for nomination, a motion was made, seconded and with no public comment unanimously passed to close nominations.

Both John Bryant and Molly Sabatino took the floor to introduce themselves, provide some background on their interest in running for the Board seat and address questions from the floor.

Based upon the vote tabulation, Mr. Eames announced that John Bryant had been elected to the Board of Directors for a three (3) year term. Molly Sabatino was thanked for expressing her interest in running.

2019 FINANCIAL REPORT AND 2020 BUDGET PRESENTATION AND RATIFICATION

Mark Eames reported on the financial condition of the Association as of December 31, 2019, and reviewed line-by-line the proposed 2020 budget. Questions were answered from the floor during the 2020 budget review. Mr. Eames went on to outline the process by State Statute as defined in the Association's governing documents regarding the required members to vote against a proposed budget presented to the members by the Board of Directors. Each member was provided a ballot when they signed in for the meeting to vote on the proposed 2020 budget, which ballot process would be utilized if the Association obtained 67% of the current membership in attendance in person or by proxy for the meeting.

With no further discussion, Mr. Eames noted that the Association did not have 67% of the current membership in attendance in person or by proxy for the meeting, so the 2020 budget was formally ratified. The assessment for the Association will remain the same as 2019 at \$96.00 per month.

HOMEOWNER ITEMS RELATED TO ASSOCIATION BUSINESS

The floor was opened to general questions from the members in attendance.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:42 p.m.

COLLIERS HILL MASTER HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS RECORD OF PROCEEDINGS
APRIL 30, 2020

CALL TO ORDER

The Board of Directors for the Colliers Hill Master Homeowners Association, Inc. met at 2:30 p.m. via Zoom Meeting. Present were: Directors Richmond and Bryant. Also, in attendance were Eric Keesen and Adam Thouvenot with Brightview Landscape Services; Debbie Guth and Amy Ostendorf with the YMCA; and Jessica Moser and Mark L. Eames, PCAM with PCMS. Director Richmond asked Mr. Eames to Chair the remainder of the meeting.

DISCLOSURE OF POTENTIAL CONFLICT INTEREST

Mr. Eames confirmed that all general disclosure statements have been filed on behalf of the members of the Board of Directors.

HOMEOWNER PUBLIC FORUM

There were not any public forum matters at the meeting.

OFFICER REPORTS

FINANCIAL REVIEW

The unaudited financial reports through March 31, 2020 were reviewed and presented to the Board. Upon final review and discussion, motion was made and seconded and with no public comment, unanimously passed to accept and file for audit the financial and delinquency reports for the months ending through March 31, 2020.

LEGAL UPDATES

The Board reviewed the status of all legal actions that are currently in place and/or pending action with various homes in the community.

MANAGEMENT REPORT

Mark Eames reviewed the correspondence sent out and received for the month. Mark went on to update the Board on the status of all legal activity involving the Association and members in violation of the covenants to the Board of Directors. The Board gave direction to Mr. Eames for responses to several letters of concern, comments pending hearings and/or appeals to the Owners Association.

Mr. Eames provided an update regarding the landscape contractor transition and requested consideration of the Board to ratify the executed agreement with Brightview for the 2020 and 2021 seasons. Upon review, a motion was made, seconded and without public comment, unanimously passed to ratify the approval of the agreement with Brightview.

Brightview Update: Eric Keesen and Adam Thouvenot introduced themselves and provide the Board with various updates on the transition of the landscape maintenance operations to their firm for this season. Mr. Keesen also noted that Brightview would be reviewing the dead plant material throughout the community and put together a plan of action to be sent to Mr. Eames.

Colliers Hill Master Homeowners Association, Inc.

Board of Directors Meeting

April 30, 2020

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MANAGEMENT REPORT CONTINUED

YMCA Update: Amy Ostendorf and Debbie Guth with the YMCA reported that the YMCA is looking to have an updated proposed plan of action for the Board to review for the potential opening of the clubhouse and pool by Tuesday May 5th. Once the Board received that information, they agreed to hold a work session on Thursday May 7th to discuss the report and hopefully be able to approve a plan of action.

NEW BUSINESS

Trash Receptacle Storage/Screening Discussion: Mr. Eames noted that several owners are still requesting that they be permitted to store their trash receptacles on the side of their home without any screening which is not permitted per the covenants. After a lengthy discussion, it was determined that the two screening options that the Board has already provided are a very reasonable compromise to the concerns and agreed that no additional screening or storage options will be reviewed at this time. An owner can either submit a request to add a trash receptacle enclosure, add landscape screening or additional slats to the fence to screen their trash receptacles.

ADJOURNMENT

Motion was made and seconded and in having no public comment unanimously passed to adjourn.

COLLIERS HILL MASTER HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS

By  _____
Secretary/Authorized Agent

**COLLIERS HILL HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS RECORD OF PROCEEDINGS
OCTOBER 8, 2020**

CALL TO ORDER

The Board of Directors for the Colliers Hill Homeowners Association, Inc. met on October 8, 2020 at 5:30 p.m. via Zoom Meeting. Present were: Directors Richmond and Bryant. Also, in attendance were Adam Thouvenot with Brightview Landscape Services; and Jessica Moser and Mark L. Eames, PCAM with PCMS. There were also six (6) members of the community in attendance for the meeting. Director Richmond asked Mr. Eames to Chair the remainder of the meeting.

DISCLOSURE OF POTENTIAL CONFLICT INTEREST

Mr. Eames confirmed that all general disclosure statements have been filed on behalf of the members of the Board of Directors.

OFFICER REPORTS

RECORD OF PROCEEDINGS:

The first item of business was to review the April 30, 2020 record of proceedings. Upon final review, motion was made, seconded and with no public comment unanimously passed to approve the record of proceedings of April 30, 2020 as presented.

FINANCIAL REVIEW

The unaudited financial reports through August 31, 2020 were reviewed and presented to the Board. Upon final review and discussion, motion was made and seconded and with no public comment, unanimously passed to accept and file for audit the financial and delinquency reports for the months ending through August 31, 2020.

LEGAL UPDATES

The Board reviewed the status of all legal actions that are currently in place and/or pending action with various homes in the community.

- Mr. Eames noted that an owner on Sunbeam Court has requested a hearing regarding an exterior light on the home that is creating a disturbance to surrounding neighbors. The Board requested that management move forward with getting the hearing scheduled with the owner and also to invite any of the complaining parties to attend.
- Mr. Eames reported that an owner on Moonrise Court has retained legal counsel to dispute the denial of a trampoline on the lot. Director Bryant will take a look at the lot and provide his feedback to the Board of Directors for discussion on a direction on how best to resolve this matter.
- Draft Vehicle Definitions: The Board of Directors will further review the draft vehicle definitions document that was put together by legal counsel as the Association's governing documents do not specifically outline such.
- Draft Updated Enforcement Policies: The Board of Directors will further review the draft updated Enforcement Policies document that was put together by legal counsel as the current Enforcement Policies are outdated and not consistent with the State Statute, which may create confusion regarding interpretation and process.

Colliers Hill Homeowners Association, Inc.

Board of Directors Meeting

October 8, 2020

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MANAGEMENT REPORT

Mark Eames reviewed the correspondence sent out and received for the month. Mark went on to update the Board on the status of all legal activity involving the Association and members in violation of the covenants to the Board of Directors. The Board gave direction to Mr. Eames for responses to several letters of concern, comments pending hearings and/or appeals to the Owners Association.

Little Library Request: An owner on Nova Court submitted a request for the Board's consideration to install a little library in the common tract adjacent to their home and community walking path. Upon review, a motion was made, seconded and without public comment, unanimously approved to grant approval for the little library contingent that the owner must maintain the little library structure at all times and must coordinate with the Association's landscape contractor for installation to ensure no damage is created to the Association's common tract. If it is found that the little library is not being maintained, upon notice, the little library structure will need to be removed.

Brightview Update: Adam Thouvenot provided the Board and members present with various updates on the proposal submitted for the tree replacements which will be taking place primarily in Filings 1 and 2. There are 343 trees to replace. Upon review, a motion was made, seconded and without public comment, unanimously passed to approve the proposal submitted by Brightview for the Filings 1 and 2 tree replacements in the amount of \$240,000.00. Adam also noted that the native seeding proposals have been approved and that work will be commencing after the first frost. It was requested that Brightview provide a timeline of both the tree replacements and the native seeding work that can be provided to the community.

Facility Update: Mr. Eames provided a general update regarding the clubhouse and that all efforts are being made to have at least the weight room portion of the clubhouse opened as soon as possible. Once more information and time frames have been established, that information will be provided to the community.

Political Sign/Flag Concerns: It was noted that several residents have filed complaints regarding at least three owners in the community who are displaying political signs and/or flags with profanity displayed on the signs/flags. The Association's current guidelines outline that the sign policy defers to the Town of Erie's sign policy. Management reached out to the Town of Erie and was advised that there is not anything being violated by what is being displayed on the signs/flags and that no action will be taken. The Board of Directors requested that a general courtesy request be sent to those owners displaying the profanity as it is not appropriate for the community and all of the children being exposed to it.

UNFINISHED BUSINESS

Meritage and Richmond Homes Acceptance Update: The Board of Directors reviewed the information submitted by Norris Design recommending that the Association move forward with the acceptance of both the Meritage and Richmond Homes tracts. Upon review, a motion was made, seconded and without public comment, unanimously passed to approve the acceptance of both the Meritage and Richmond Homes tracts to the Association.

Colliers Hill Homeowners Association, Inc.

Board of Directors Meeting

October 8, 2020

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NEW BUSINESS

2021 Budget Review: Mr. Eames reviewed the 2021 proposed budget draft with the Board of Directors and members present and noticed an error in one carry over income line item. The updated 2021 proposed budget draft will be sent to the Board of Directors for final review and consideration of approval to send out with the Annual Membership and Budget Ratification Meeting notice that will be mailed to all owners of record in accordance with the governing documents. It was noted that the 2021 assessment will remain the same as 2020.

Annual Meeting Preparation: Mr. Eames noted that the Annual Meeting has been scheduled for January 14, 2021 at 6:00 p.m. and will be held via Zoom meeting. It was also discussed that an absentee ballot process will be used this year for owners to cast their vote regarding the 2021 proposed budget. It was also noted that the Development Team has made a decision to appoint a second homeowner member to the Board of Directors for a term through the 2022 Annual Membership Meeting. Notice will be sent out to the community for residents to submit their interest in volunteering for the Board of Directors. If more than one person expresses an interest, the Board of Directors may consider holding interviews to determine the resident that will be appointed to the Board of Directors and an announcement will be made at the Annual Membership Meeting to introduce the newly appointed Board Member. Director Bryant inquired as to why there would not be a homeowner election and it was explained that per the governing documents, the Declarant is not required to appoint an additional homeowner member to the Board of Directors until approximately 400 more homes are sold, but that the Declarant would like to get a second homeowner member involved prior to the required date noted in the governing documents.

HOMEOWNER PUBLIC FORUM


A homeowner in attendance also inquired about the timing of when a homeowner member will next be appointed to the Board of Directors.

ADJOURNMENT

Motion was made and seconded and in having no public comment unanimously passed to adjourn at 6:45 p.m.

COLLIERS HILL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS

By


Secretary/Authorized Agent