

**COLLIERS HILL HOMEOWNERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS RECORD OF PROCEEDINGS**  
**MAY 10, 2021**

**CALL TO ORDER**

The Board of Directors for the Colliers Hill Homeowners Association, Inc. met on May 10, 2021 at 3:00 p.m. via Zoom Meeting. Present were: Directors Bryant, Sabatino and Richmond by quorum proxy. Also, in attendance were: Daniel Serrano with the YMCA; Adam Thouvenot with Brightview Landscape Services; Rich Johnston with Tobey & Johnston, PC, the Associations legal counsel; and James Fletcher, Jessica Moser and Mark L. Eames, PCAM with PCMS. There were not any members of the community in attendance for the meeting. Director Bryant 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.

YMCA-Clubhouse/Pool Update: Daniel Serrano with the YMCA was in attendance to introduce himself to the Board of Directors and to provide an update on the upcoming pool opening. Mr. Serrano indicated that it does not appear the reservation system will need to be implemented for this season and that all is going smooth with the opening. Mr. Serrano fielded several questions from both management and the Board of Directors.

Adam Thouvenot-Brightview Landscaping: Adam Thouvenot was in attendance to provide the Board of Directors with an update regarding the spring start up in the community and what items have already been addressed and what is planned for the next several upcoming weeks. Mr. Thouvenot noted that the native areas are starting to come in nicely and that he feels they are in better condition this year, than in years past.

Rich Johnston-Tobey & Johnston, P.C.: Rich Johnston, the Association's legal counsel was in attendance to provide a summary update to the Board of Directors regarding the clubhouse. The Board requested that Mr. Johnston put together a memo to be sent out to the community to provide an update of the clubhouse activities. It was also noted that the current Enforcement Policies do not comply with CCIOA and it was requested that the Board members review the updated draft that Mr. Johnston put together and look at getting a new Enforcement Policy adopted as soon as possible.

**OFFICER REPORTS**

Mr. Eames noted that Director Richmond has taken a new job and is no longer with Raintree Investments, the Developer, but that a representative from Raintree will be taking over his Board seat in the near future.

**RECORD OF PROCEEDINGS:**

The first item of business was to review the October 8, 2020 record of proceedings. Upon final review, motion was made, seconded and with no public comment passed to approve the record of proceedings of October 8, 2020 as presented with Director Sabatino abstaining from the vote as she was not on the Board of Directors during the October meeting.

**FINANCIAL REVIEW**

The unaudited financial reports through March 31, 2021 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, 2021.

**Colliers Hill Homeowners Association, Inc.**  
**Board of Directors Meeting**  
**May 10, 2021**  
**Page 2**

**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.

**UNFINISHED BUSINESS**

Enforcement Procedures and Policies. The Board of Directors discussed the proposed updated Enforcement Policies that Mr. Johnston put together. The Board tabled action on this document until they have had a chance to review the current policies versus the proposed policies.

**NEW BUSINESS**

Design Guidelines Review: Director Sabatino suggested that the Board may want to look at reviewing and updating the Design Guidelines to be more in line with not only current member requests, but also the general real estate market.

**HOMEOWNER PUBLIC FORUM**

There were not any homeowners in attendance for the public forum portion of the meeting.

**ADJOURNMENT**

Motion was made and seconded and in having no public comment unanimously passed to adjourn at 4:30 p.m.

COLLIERS HILL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS

By   
Secretary/Authorized Agent

**COLLIERS HILL HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS RECORD OF PROCEEDINGS  
JULY 12, 2021**

**CALL TO ORDER**

The Board of Directors for the Colliers Hill Homeowners Association, Inc. met on July 12, 2021 at 3:46 p.m. via Zoom Meeting. Present were: Directors Bryant, Sabatino and Richmond. Also, in attendance were: Rich Johnston with Tobey & Johnston, PC, the Associations legal counsel; and Mark L. Eames, PCAM with PCMS. There were not any members of the community in attendance for the meeting.

**WAIVER OF NOTICE FOR THE MEETING:**

Mr. Eames noted that since each Board member was not provided with a minimum 72 hours written notice of this meeting, the Board would need to unanimously consent to conduct the meeting. Motion was made, seconded and with no public comment, unanimously passed that each Board member is waiving his/her right of notice to conduct this special 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.

**LEGAL UPDATES**

Rich Johnston-Tobey & Johnston, P.C.: Rich Johnston, the Association's general legal counsel was in attendance to provide a summary update to the Board of Directors regarding the clubhouse and trying to get the parties involved to sign a tolling agreement that would establish time parameters to attempt to get all the problems with the facility resolved and then negotiate a settlement between the parties on funding responsibilities. After a lengthy discussion, a motion was made, seconded and with no public comment unanimously passed to approve the proposed tolling agreement with the removal of Hurst Engineering, provided all remaining parties in the agreement have it executed and back to the Associations legal counsel by Friday, July 16, 2021 at 3:00 p.m.

**HOMEOWNER PUBLIC FORUM**

There were not any homeowners in attendance for the public forum portion of the meeting.

**ADJOURNMENT**

Motion was made and seconded and in having no public comment unanimously passed to adjourn at 3:55 p.m.

COLLIERS HILL HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS

By   
Secretary/Authorized Agent