

**COLLIERS HILL HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS RECORD OF PROCEEDINGS
MARCH 26, 2026**

CALL TO ORDER

The Board of Directors for the Colliers Hill Homeowners Association, Inc. met on March 26, 2026, at 6:00 p.m. via Zoom.

Present were Directors John Bryant, Molly Sabatino, John Trapp, Ed Brimer and Gordon Hartman, as well as approximately 5 homeowners (with attendees joining and leaving throughout the meeting) and one homeowner joined the meeting in person. Also in attendance were LeeAnn Roessler with Norris Design; MaCayla Longson with RPM; legal counsel Rich Johnston; Matt Kaeo with BrightView Landscaping; Bob Howey with Tree Analysis Group; and Alisia Kear with the management firm.

Director Bryant called the meeting to order at 6:03 p.m.

INTRODUCTIONS

All Board members introduced themselves, and each vendor in attendance did the same.

DISCLOSURE OF POTENTIAL CONFLICT INTEREST

Ms. Kear explained the purpose of disclosure statements and how to access information regarding vendors utilized by the Association. Each Director verbally confirmed that they have no conflicts of interest.

For transparency, it was disclosed that Professional Community Services (PCS) has engaged one of the pool vendor's principals in a separate capacity. All vendor relationships and recommendations will continue to be evaluated in the best interest of the Association.

CONSENT AGENDA

Upon review, a motion was made, seconded, and without public comment, unanimously passed to approve the following consent agenda items as presented:

1. Record of Proceedings – September 25, 2025
2. Financial Reports – December 31, 2025
3. Legal Reports & Collections
4. Ratification – School District Easement Agreement
5. Ratification – Trash Contract
6. Ratification – Soil Report Estimate
7. Ratification – Pool Management Contract

ARCHITECTURAL REVIEW

The Board was provided, as part of their informational packet, with the Design Review Committee's member application responses. One homeowner was in attendance to present a request for installation of a Little Free Library within the common area owned and maintained by the Association.

Following discussion, a motion was made and seconded to conditionally approve the installation, pending utility and irrigation locates. Two designated Board members will review the proposed location on-site after locates are completed and approve final placement.

Comments included ensuring proper installation, coordination with utilities, and installation of rock around the base to prevent damage. The homeowner will be responsible for ongoing maintenance and must provide photos upon completion.

The motion passed unanimously.

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OUTSIDE PROFESSIONAL REPORTS

NORRIS DESIGN UPDATE

Ms. Roessler provided updates on various open space construction and landscape projects and addressed inquiries from the Board of Directors. Two areas are currently in progress for turnover from the builder to the Association, including a pocket park playground. Another open space area has been landscaped and inspected and is currently under legal review.

Ms. Roessler also provided an update where lighting was proposed to be added to the monumenta the pocket park. Following discussion, a motion was made and seconded to not proceed with adding lighting to the monument, subject to materials available. Ms. Roessler will confirm the current status of the work and coordinate completion of the monument consistent with others in the community without lighting. The motion passed unanimously.

LANDSCAPE REPORT

Mr. Kaeo with BrightView Landscape provided a community update. Topics included irrigation startup and tree winter watering.

Bob Howey with Tree Analysis Group provided an update on his review of the community's trees and their overall condition and a mulch project was underway to replenish certain areas.

POOL OPERATIONS REPORT

Ms. Longson with RPM provided a detailed report on the overall operations of The Overlook and The Ascent clubhouses and pools. Multiple reports and estimates were obtained, which determined that both The Overlook and The Ascent pools are not up to code and require significant repairs.

The identified issues are primarily structural in nature and related to original installation and/or soil conditions. As District No. 1 (The Overlook) and District No. 3 (The Ascent) own the pool facilities, these items are not the responsibility of the Association and will require further discussion by the Board.

Following review of the reports, a motion was made and seconded to have legal counsel communicate with District No. 1 regarding The Overlook pool, stating that the pool must be in proper condition to continue operations. Legal counsel will work with the Board to finalize the appropriate verbiage and conditions for District No. 1 to address the structural repairs, as the existing operations agreement provides that the Association is responsible for routine maintenance only, not structural issues.

The motion passed unanimously and is in progress pending Board input.

MANAGEMENT REPORT

Ms. Kear reviewed several items with the Board, including the violations summary.

A recent inspection of new homeowner landscape compliance was conducted for properties where landscaping had not been completed. Courtesy notices are being sent to homeowners who have not submitted landscaping plans or have submitted plans but have not completed the work.

These items will begin to be reflected in the violations summary over the next couple of months for tracking purposes. This item was provided for informational purposes.

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UNFINISHED BUSINESS

Clubhouse Operations Agreement – District No. 3

Ms. Kear and legal counsel advised the Board on the operations agreement from District No. 3 regarding the Association's management of The Ascent clubhouse and pool, including its provisions and related recommendations. The Board will continue to evaluate the agreement as they become more familiar with the Association's operational responsibilities.

This agreement is important, as the Association does not own The Ascent facility, and the property must be in proper condition prior to acceptance and continuation of daily operations.

The Board's review of this agreement is ongoing.

School District Easement Agreement

Ms. Kear and legal counsel advised the Board on the current School District easement agreement, including its provisions and the portion of the property to which the School District requires access. This item remains in progress as the Board continues its review of the agreement.

NEW BUSINESS

Officer Slate

The Board discussed the officer slate. A motion was made and seconded to approve the following positions: John Bryant as President, Molly Sabatino as Vice President, and John Trapp as Secretary. All other officer positions were tabled for further discussion.

The motion passed unanimously.

Board Contact Information in Newsletter

The Board discussed inclusion of Board contact information in the newsletter. For consistency, the Board agreed to include only the names of Board members in the newsletter.

Committees

The Board discussed establishing committees for the DRC, Landscaping, and Governing Documents, as well as the possibility of creating a committee for The Villas to represent that sub-community. It was noted that the current governing documents originate from the Declarant and are not always clear or concise. A committee structure was identified as beneficial in helping review, clarify, and determine final recommendations, particularly as the Guidelines are not recorded with the County or Town.

This item is in progress.

School Drain Easement Agreement

The Board was presented with an agreement from the School District pertaining to a drainage improvement, a portion of which is located within an easement on Association property and would assist with drainage.

Following review, the Board agreed to forward the agreement to legal counsel for review and comment prior to consideration of acceptance.

HOMEOWNER PUBLIC FORUM

The floor was open for a member questions, answer and discussion period.

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ADJOURNMENT:

The Board held an extended meeting and agreed to table the remaining items for discussion at the next meeting. The meeting was adjourned at 9:29 p.m. The next regularly scheduled meeting of the Board is to be determined.

IN WITNESS WHEREOF, the foregoing has been duly executed by the Board of Directors as of the 23rd day of April, 2026.

COLLIERS HILL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS

By 
Secretary/Authorized Agent

JOHN TRAPP
Secretary
2026-04-23