

**COLLIERS HILL HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS RECORD OF PROCEEDINGS
SEPTEMBER 25, 2025**

CALL TO ORDER

The Board of Directors for the Colliers Hill Homeowners Association, Inc. met on September 25, 2025, at 6:00 p.m. via Zoom.

Present were Directors Bryant, Sabatino, and Mott, as well as approximately 20 homeowners (with attendees joining and leaving throughout the meeting). Also in attendance were LeeAnn Roessler with Norris Design; MaCayla Longson, Debbie Guth, and Kimberly Armitage with RPM; legal counsel Rich Johnston; Matt Kaeo and Eric Keesden with BrightView Landscaping; Bob Howey with Tree Analysis Group; and Alisia Kear with the management firm.

Director Mott called the meeting to order at 6:05 p.m. and noted that Ms. Kear would be overseeing the remainder of the meeting.

DISCLOSURE OF POTENTIAL CONFLICT INTEREST

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

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 for June 19, 2025
2. Financials ending August 31, 2025
3. Legal Reports & Collections
4. Ratification of Tree Removal Request
5. Ratification of Overlook Repair Estimates

ARCHITECTURAL REVIEW

The Board was provided, as part of their informational packet, with the Architectural Review Committee's member application responses.

The Board reviewed several options to add pre-approved designs and color schemes for sheds/accessory buildings to the community guidelines. The Board agreed to table this item until they have had an opportunity to review additional styles.

OUTSIDE PROFESSIONAL REPORTS

LANDSCAPE REPORT

Matt Kaeo and Eric Keesen with BrightView Landscape provided a community update. Topics included irrigation operations and an update on the irrigation system, noting issues encountered earlier in the season, including that the pump irrigation repairs have been completed, seasonal maintenance activities, pending work orders, native grass overseeding, dead tree removals and the tree warranty replacement project.

The Board also inquired about the timeline for completing outstanding items within the Villas community. BrightView addressed questions, comments, and concerns from the Board and homeowners.

Bob Howey with Tree Analysis Group provided an update on his review of the community's trees and their overall condition. Howey reported that the tree replacement project is nearing completion for the trees identified for replacement, and that BrightView has been responsible for replacing approximately 180 warranty trees throughout the community. A map showing the type and location of each tree to be planted was displayed.

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OUTSIDE PROFESSIONAL REPORTS CONTINUED
LANDSCAPE REPORT

Howey also noted that a grant from the Town has been approved, which supports the continued tree replacement efforts. There is also ongoing communication with the Town regarding the pH levels of the water and how it is affecting the trees and soil conditions.

Additionally, Howey reviewed areas of concern related to irrigation in preparation for the tree project. It was noted that repairs to the irrigation pond have been completed and are working as intended. A mulch refreshing project is also underway in various areas of the community, with priorities to be coordinated with Kear.

NORRIS DESIGN UPDATE

LeeAnn Roessler provided updates on various open space construction and landscape projects and addressed inquiries from the Board of Directors. A map was displayed highlighting the areas associated with the most recent updates.

OPERATIONS REPORT

MaCayla Longson with RPM provided a detailed report on the overall operations of The Overlook and The Ascent clubhouses and pools. Numerous reports and estimates are being requested and obtained, and it has been determined that many of the items needing repair are primarily structural in nature or related to original installation by the builder.

MANAGEMENT REPORT

Kear reviewed several items with the Board, including the violations summary. The clubhouse agreement from legal counsel was also discussed, and it was noted that further review is needed, as it will impact the future operation and management of the clubhouses.

It was also discussed that the Board of Directors will begin the transition to homeowner control, and that an election will need to be held. This process is currently in progress, pending legal review of the annexation documents from the Declarant.

UNFINISHED BUSINESS

No unfinished business was discussed at this time.

NEW BUSINESS

Director Bryant briefly discussed the new school site. It was noted that the school district will be holding a community meeting to answer questions regarding the school building, traffic patterns, and how it may affect the community. Meeting date and details were provided.

HOMEOWNER PUBLIC FORUM

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

ADJOURNMENT:

The meeting was adjourned at 8:25 p.m. The next regularly scheduled meeting of the Board was to be determined.

IN WITNESS WHEREOF, the foregoing has been duly executed by the Board of Directors as of the 26th day of March, 2026.

