

**Country Cove (Woodlands East) Homeowners Association Regular
Board Meeting
Tuesday, January 21, 2020
Meeting minutes**

The meeting was held at Russ Monckton's home and was called to order at 7:05. Present were Russ Monckton, Bobbie Cooper, Dave Vessey and Mary Jo Shaw.

This meeting was held to discuss our response to an email that was received the day before the annual meeting. The email noted that the fence had a "roller coaster" appearance and was not installed properly to avoid the settling that has occurred along parts of it.

They also were very critical of our lawn service. They stated that sticks and garbage are mowed over and that some weeks the entire property is not mowed. He also stated that the front needs to be mulched and the crepe myrtles need to be trimmed.

Since this was received prior to the annual meeting Russ asked those present if they had any issues with the landscaping and no one else raised any concerns.

Russ will send a reply back to them acknowledging that the hole in the fence will be repaired and that we are aware of the settling. In addition, since no other homeowners seem to have a concern about the lawn maintenance we are not open to changing landscapers at this time.

Bobbie stated that the author of the email has a shed in the back yard of their property that is in poor condition. The shed was built many years ago and the agreement was that it was to be hidden by a row of trees but they have since been removed and it is an eyesore. This led to a discussion regarding ARB approval and documentation of such approvals.

Russ suggested that we now require two ARB members to consider any changes proposed and that we have a document for the ARB members and the homeowner to sign acknowledging approval. The document would be turned over to the secretary who would maintain a file.

Mary Jo will create a template to be used for all approvals and submit the proposed template to the board for approval before it is put into use.

In 2018 we began the process of sending out letters to homeowners who had violations of the deed restrictions or whose property was in need of upkeep or repair. We started with a general letter to all homeowners asking them to look around their property and clean up any areas in need of work. We then sent out registered letters to specific homeowners who had issues that needed to be addressed. We had some success and some of the issues were resolved but a number of homeowners did not respond or comply with our request. Since that time we have been considering imposing fines for homes that are not being maintained.

Russ stated that we would have two options in setting the fine--the first would be a specific fine amount based on the infraction and the second would be a flat fine amount regardless of what the infraction is.

Bobbie asked if we would need to pass an amendment to allow us to impose fines but Dave interprets the by-laws as granting us the authority to lien and an amendment may not be required.

It was proposed that if a property was in violation a registered letter would be sent to the homeowner advising of the problem and requesting resolution. If there was no response or action a second registered letter would be sent advising that a fine of a certain amount would be imposed beginning on a specific date. After the imposition of the fine if there was still no action taken a lien would be placed against the property. The time frame of these actions has yet to be determined.

Russ will draw up a list of possible infractions and the board will go over each determining if it would be considered a major or a minor infraction and suggested fine amount. Once the list has been agreed upon it was decided that we should seek assistance from an attorney who could look at our list and at our deed restrictions and by-laws to determine if we are authorized to impose fees for non-compliance. They could also advise if we need to add an amendment. If that is the case we will need to call a special meeting and 75% (20 households) would need

to attend or provide proxies for the amendment to pass.

Russ asked everyone to do some research to find either an attorney who specializes in HOA issues or Bobbie thought there might be an organization that could give us advice on this process.

The meeting adjourned at 8:30.

The meeting minutes and the by-laws are available on the internet at www.countrycove.org.

Minutes respectfully submitted by Mary Jo Shaw, Secretary.