Board Meeting Agenda
July 23, 2026
7:00pm

Roles and Responsibilities

Role	Assigned To	In Attendance	Responsibilities
President	Dan Viessman	X	Lead meetings; confirm quorum/votes; set agenda; represent the board; track follow-through status.
Treasurer	Cody Cox	X	Review financials; support budget/reserves; monitor spending; recommend actions for board approval.
Secretary	Jenna Schultz	X	Record minutes (motions/votes); maintain records; track action items; support required notices/retention
Members	Jacci Haley John Broughton	X	Review, discuss, and vote; provide oversight; serve on committees or as liaisons as assigned
Management Co	Mindy Notch	X	Execute board-approved actions; manage vendor contracts; handle owner communications; advise on compliance; report status and issues.

Agenda

1. Management Company Update I Management Company

Discussion Points:

- Auto payment set up for trash and water bills
- 5 houses still owe dues ranging from 2022-current. Letters with accumulated late fees going out again
- Architect committee approved projects being completed which included deck and siding replacements
- Looking to modernize and implement a HOA Management Program/System
- Park maintenance projects completed

Sierra

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2. Electronic Communications Amendment I President

Discussion Points:

- Certified mailings were delivered on June 2nd
- 195 letters delivered, 48 letters were not claimed, 2 letters were refused
- Total of 52 responses received to date
- After 60 days, Board will provide an official update on amendment approval or denial

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3. Electronic Payment Solution I Treasurer

Discussion Points:

- Still in process. Anticipated roll out for 2027 due collections

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4. Maintenance Items I President

Item	Owner	Notes / Next Step
Park / Swing Mulch	Greg	Completed
No Dog Signs (2)	Greg	Completed
Playground Structure Stain	Greg	Completed
Toddler Swing Alignment	Greg	Completed
Seal Coat Blacktop	Dan	Scheduled for Sat July 25, 2026
Trash Enclosure Replacement	Dan	New enclosure purchased
Benches Replacement	Group Discussion	Inquired about school/wood shop
Evaluations (Park Footing / Lighthouse Roofing)	Tabled	Move to future agenda
Mailbox Repairs	Greg	Repair as needed.

Sierra

5. Mailbox Replacement Roll-Out I Entire Board

Discussion Points:

- Discussed identifying 3 potential contractors
- Limited discussion this meeting

6. Open Discussion I Entire Board

Discussion Points:

- Seal coat being completed on Saturday July 25th.
- Timeline for budget and dues: October meeting
- Summer newsletter: identified several topics to include in newsletter

7. Action Item Review I Entire Board

Action Item Tracker

Action Item	Assigned To	Due Date	Notes
Electronic amendment updates	Viessman	60 days	Letters delivered on June 2, 2026
Electronic payment solution research	Cox	9/1/2026	Continued
Newsletter	Viessman	8/15/2026	
Mailbox consolidation plan	Board	9/1/2026	Continued
Establish 2027 dues and finalize budget	Board	10/31/2026	
HOA Management System/Program/App	Board	12/31/2026	