

**Heather Wood I  
Board of Directors  
Meeting Minutes  
Meeting Date: June 22, 2020**

**Meeting Called to Order via Zoom**

Jim Holwood, HWI HOA president called the meeting to order at 5:34 P.M.

**Establishment of a Quorum**

A quorum was met with 5 board members present. In attendance were: Jim Holwood, Joan Farb, Jack Labarko, Rebecca Koo and Bob Pollet . Also, Steve Levay HWI property manager was there

**Minutes**

The April 2020 minutes were approved .

**Management Reports:**

Financial Report The April 2020 Financial Reports were approved The May financials were not available because Management said that the 25<sup>th</sup> of month is the release date according to the contract. Jim Holwood asked management to check the contract for that date because it is fiscally responsible to review the most current financials at our meetings.

Delinquency Report This item will be discussed during the executive session

**Old Business**

ERB Forms Bob Gallagher is still working on the checklist

**New Business**

Spring Walk Through A friendly but stern letter will be sent out to the homeowners with violations stating that corrections should be made but no fines will be issued due to the COVID19.

Newtown Grant Master Board Transparency on Big Projects Rebecca Koo suggested that the Newtown Grant Master Board should inform the cluster board members about major projects and their status. Management said that he will contact the Master Board about it.

**Next meeting date:** Aug 24, 2020 at 6:30 p.m. in the clubhouse or on Zoom if there is still a stay at home order.

**Executive Session**

3 Tamarack Court Management said that the homeowner is sending the monthly \$ 200 check as per the agreement. When, all the payments are received , the remaining balance will be removed.

Delinquencies: Management left phone messages for the following homeowners: 202 Sequoia Dr, 216 Sequoia Dr and 272 Sequoia Dr. However, he has not heard back from them

Additional Violations Jack Labarko said that while jogging he saw siding and/or metal missing from 2 homes. He will verify and email the addresses Also 324 Sequoia's patio has green outdoor carpeting. Management will check it out

**Adjournment**

Meeting was adjourned at 6:13 PM