

The Sunflower Gardens Home Owners Board of Directors held an executive board meeting Thursday, February 2, 2012, at the home of the president.

Attending were: Leonard Kelley, president; Dan Hewitt, vice-president; Thorn Damon, treasurer; Michele Bucklin, Board member; Charles Wise secretary; and Kari Shaevitz and James Eiermann of JAMAR Property Management.

Kelley said that three owners had not paid the HOA dues for 2012. Terry Fink has said that he would not pay his dues because of his protest. Kelley said he would like to have JAMAR's lawyer write a letter to Fink explaining dues payment. The president stated he thought that the other two owners owing dues would not be a problem.

Shaevitz said she had not received anything from Fink since she wrote the letter to him. In response to a question about placing a lien on Fink's home, she said going to court was expensive, especially in the early stages. She then asked how the paying of dues in two installments and the \$25.00 late fee had been established.

Kelley replied those items had been established by Barb and Phil Tapp

Shaevitz said that technically the by-laws required the dues for 2012 be paid in 2012; that would mean by the end of the year.

Hewitt said that it looked that the loop holes in the by-laws should be tightened.

Wise added that it would take a 2/3 majority of homeowners to approve any changes.

Bucklin asked when these changes would be made.

Kelley said that there was no short term need to make changes. He was interested in incorporating the design committee into the Board of Directors. The president added that appointments had been made to the by-laws committee to serve with Bucklin.

Shaevitz asked if the design committee had been an issue.

Kelley responded that he had approved some design decisions over the years.

Shaevitz said she needed to know about these decisions so she could reply when similar design requests were made. She felt there would not be many requests.

Hewitt asked how soon notice of by-law changes had to be made.

Shaevitz answered such information was required 30 days along with the notification of special meetings.

Kelley said the most important changes were the payment of dues, the design committee, and cleaning up the covenants.

Hewitt said he thought the annual meeting would be better in the summer when more owners were available. When it was suggested information was not available, he then suggested October.

Kelley said that he would like by-law changes ready in three months.

Shaevitz replied that the HOA should take its time and not rush into changes. It would be better to not have a lot of special meetings.

Kelley said that six months would be OK.

Shaevitz said the things to be spelled out should be the payment of dues, late fees, etc. The HOA needs to establish how it is going to handle these. If the matter goes to court, the judge is not going to be very concerned about an amount as little as \$519.

Bucklin said the Board needs to let the by-laws committee know what changes they want.

Shaevitz suggested the by-laws committee write down the section, paragraph, etc it wants to change as it exists and then below it the change as it is recommended.

Kelley asked Shaevitz if she had received any complaints.

Shaevitz answered that she had not received any. Mary Bellune, who wanted to re-sod her lawn, came into the office. She wanted JAMAR to arrange it. JAMAR passed her name onto the mowing firm. Such changes are for the design committee.

Shaevitz said that in her inspection she noticed siding damage at 1421 Countryside due to wind damage. She was going to send a letter, but wanted to know how the Board wanted it handled.

Bucklin said this was something that should be covered in the by-laws.

Shaevitz said the owner needed to know the repair was his responsibility. If it was an issue, the owner should be informed that not making the repairs could bring consequences. The repairs should be done in 30 days or when weather permitted. The HOA should not have to make the repairs for the owner and then bill him. She said she would draw up a letter for approval.

Hewitt said it would be good to send a nice letter first.

Kelley added that such repairs had not been enforced in the past.

Shaevitz said she would be doing the HOA's contact list. There are going to be new owners added to that list. Before sending the updated list to all owners, she is required to

get the permission of new owners before she can add them to the list. She will send a "yes" or "no" to new owners. However, the Board is entitled to the updated contact list.

Kelley said there were four units not built plus two not sold.

Michele asked if Shaevitz would be coming to the by-laws committee meeting.

Shaevitz answered that the first meeting the committee should look at changes to be made. She added that she would attend the second meeting to help incorporate those changes into the by-laws.

Kelley said he was not planning on an election of officers until the annual meeting. After a discussion, the Board agreed that five members on the Board was good. It was also decided that a two-year term of office and staggered term of office to retain experience was good. Kelley said nominations for new Board members should be open before the election.

Shaevitz said the request for nominations should be sent 30 days before the election. Nominations should be sent to the secretary or JAMAR.

Wise explained there was a big difference in how much faster the grass grew in the bottom section of the HOA than in the upper section.

Kelley said the minutes of this executive meeting should be sent just to the board. He then asked Shaevitz if she would be conducting the annual meeting.

She replied that she and Kelley would do it together.

Kelley said that alcohol would not be served at the annual meeting.

Meeting adjourned.

Charles Wise, secretary