

Frisco Square HOA Meeting Minutes

Subject	Frisco Square HOA Meeting	Date	March 10, 2022
Facilitator	David Rostcheck (President)	Time	6:00 pm
Location	Virtual (via Zoom)	Scribe	Cathy Scarince (Secretary)
Attendees	David Rostcheck (President), Cleveland Antoine (VP), Janet Pollard (Treasurer), Sara Dunham (at-large), Cathy Scarince (Secretary)		
Absent	None		

Key Points Discussed and Action Items

No.	Topic	Action Items
	Call to Order	David called the meeting to order at 6:02 pm.
	Approval of Minutes	CS motioned to approve the Feb. 10 regular board meeting minutes. SD seconded. All approved – motion passed.
Old Business		
1.	Landscape Contract	BrightView walked the neighborhood last week to assess it and to provided estimates for some routine maintenance items. They will need access to the riser rooms since some of the irrigation control panels are in the riser rooms. We will notify them that Cathy Scarince will assist them with getting access to the rooms.
2.	Pet Waste	SD has the new 'pick up after your pet' signs and will put them out (there are 10).
3.	Renting of Recently Sold Units	SD called Jason Reed (attorney) to discuss what current laws allow HOA Boards to do regarding rentals. HOAs cannot require homeowners to provide the lease or any background checks on the residents. HOAs can ask for the terms of the lease, contact info for all tenants over 18 (name, phone number, drivers license number, and email), license plates and make and model for all vehicles. The attorney will write letters to all violators. The Board will create a list of all of the known violators. CS will check AirBnB and VRBO and will run all the addresses on Library and Short St. SD will run all the addresses on Burnham and Clarkson St. JP will run all the addresses on Moore and Gordon. A goal was set to check all addresses and create a list within a week. DR will draft an email to send to the neighborhood to remind everyone of the rules regarding leasing. He will send it to the Board for review prior to sending it out. SD will send out the list from CMA of all the current owners.
New Business		

4.	Riser Rooms	6346 Gordon had a leak in their unit. The Board agreed that residents should be able to call Vetted directly if they have a leak or other fire suppression system problem. However, Vetted should contact the Board (CS) if there will be work and expenses that will be beyond the resident's unit. CS will post Vetted's phone number on the website for residents to access, send out a notice to the neighborhood that the number is posted, and will call Vetted and make sure the HOA Board is contacted for work that will be billed to the HOA and also to find out why they have been in the neighborhood lately. Backfill inspections are scheduled for 21 st and 22 nd of March. SD is managing the process.
5.	FAQ	SD mentioned the idea of creating a FAQ for the neighborhood. She said she has already started one and will circulate around the Board for additions and approval.
6.	Capital Plan	A capital plan and reserve study need to be completed. There is still a question of whether the Board completes the reserve study ourselves or hires someone else to do it. DR and JP will discuss next steps for this.
7.	Neighborhood Cleanup	There were some damaged screens from the recent hail storm. They need to be either repaired or removed. There are also a lot of alarm service signs in front of units that need to be replaced or removed. DR will send out a notice to the neighborhood regarding these issues. The first notice should have no deadline or mention fines. The second notice will have a deadline and a threat of a fine. The first notice should include a request for anyone who knows of someone who can do re-screening so that we can provide a contact to everyone. Spring Cleanup is scheduled for April 16. It will just be general neighborhood cleanup around all the units. Eden Antosh created flyers to post. DR will send out an electronic notice now and a reminder in early April. Eden will put the flyers out right before the date.
8.	Memorial Day Party	This is being planned by a resident – Jennifer Barry. Her email is JenniferBarry@fastmail.com
9.	Late Assessment Fees	Currently 3 units are late on their annual dues. One will be forgiven as soon as they pay since they thought the annual dues were included in their closing costs. A second one will be collected once the home closes on the sale. The third has been notified twice and will be notified a third time to pay their dues and the late fee (currently at \$114) as soon as possible.
	Adjournment	DR motioned to adjourn the meeting. JP seconded. All were in favor – motion passed. The meeting adjourned at 7:15 pm.

Minutes approved 4/14/22, prepared from notes taken 3/10/22.


Cathy Scarince, HOA Board Secretary