

The Grove Homeowners Association
Board of Directors Regular Meeting
Dec 20, 2023
Meeting Minutes

Board of Directors Meeting

- A. Welcome and Call to Order (President)** Matt Chafin called the meeting to order at 6:32pm
- B. Roll Call and Quorum Status (President)** The following board members were in attendance: Matt Chafin, Amy Vincent, Eric Drum, Phillip Greer, and Jason Scheer. Jo Mendoza was in attendance as a representative from Community Group.
- C. Set Adjournment Time 7:37pm (President)**
- D. Approval of Agenda (President)** Matt Chafin made a motion to revise agenda, moving Item H between Item E and F. Eric Drum seconded, and all attending board members voted in favor.
- E. Disposition of Minutes (President) – Already been approved.**
- F. Reports:**
1. ARC
 - No report
 2. Newsletter/Publicity/Website
 - The next issue, covering the months of February-April, has a deadline of January 25.
 - Want to add neighborhood features/profiles.
 - **Action:** Board will provide feedback and suggestions.
 3. Clubhouse Coordinator
 - Ashley Kundu provide an update on paid rental activity. In December, Clubhouse had 10 paid rentals and multiple neighborhood and social committee events.
 - **Action:** Going forward, Community Manager will send Clubhouse Coordinator report to the board.
 4. Social
 - Ashley Kundu provided an update on event activity. There were 11 events since last meeting in August, including kindergarten social and Top Gun Movie Night. Grovetoberfest had record turnout. Breakfast with Santa had 200 attendees.
 - No more events are planned for the year.
 - More volunteers are desperately needed.
 - **Action:** All board members to reach out to their contacts to join the social committee.
 5. Managing Agent

- Jo Mendoza, who has been our Managing Agent for 4+ years, is taking a part-time position with Community Group and, as a result, will now be serving in a support role for The Grove.
- The Grove will be assigned a new Community Manager from Community Group starting in February.
- Matt Chafin extended the community's sincere appreciation for Jo's time, responsiveness, and hard work.
- Jo asked if we should have ARC committee reports for HOA meetings in the future. Matt Chafin approved.

G. Actions Taken Without a Meeting

1. Board approved on August 24, 2023 the minutes from August 10, 2023;
2. Board approved on October 20, 2023 the 2024 Budget;
3. Board approved on October 20, 2023 the Grounds contract with Nature's Way;
4. Board approved on October 20, 2023 the Irrigation Contract with Nature's Way;
5. Board approved on November 28, 2023 Snow Contract with Nature's Way;
6. Board approved on November 30, 2023 the purchasing of Holiday Gift Cards for Committees & Vendors in the amount of \$450;
7. Board approved on December 12, 2023 the proposal from Nature's Way to remove trees (4) and grind stumps for \$1,250.00;

H. Unfinished Business. (President) moved up between E and F

1. Review the updated clubhouse rental agreement.
 - Matt Chafin proposed increasing rental rates by \$35 for three-hour rental and six-hour rental. Would like increase in rental cost to fund an additional stipend to the clubhouse coordinator.
 - Amy Vincent said rate is very low relative to other communities, though other clubhouses are newer and more modern. Want to be cost competitive but reflect improvements and investments.
 - **Action:** Raise 3-hour rate to \$125 and 6-hour rate to \$200 for general use + \$15 per additional hour; increase to nonprofit and youth rate to \$50 and merge nonprofit and youth rate in contract. Add in statement "In an effort to keep our rates as low as possible, there is no professional cleaning provided. Renters must clean the facilities themselves."
 1. Amy motioned to approve the agreement with changes noted above. Eric seconded. All in attendance approved.
2. Replacement table/furniture in clubhouse
 - Amy and Ashley put together a proposal for new table and furniture. Would like to move forward with all interior purchases proposed.
 - **Action:** Board approved the expenditure of interior clubhouse renovations not to exceed \$15,000.
 - **Action:** Jo to ask Robert cost to build a shed on rear corner of clubhouse, ramp/alteration to existing storage shed, and storage building to sit between existing storage buildings.

- **Action:** Jo Mendoza will coordinate the purchasing of all new equipment.

I. New Business. (President)

1. Trees Along Fence

- We received a reply from attorney noting that, since we don't have an easement, we could move the fence but cannot take any legal action against homeowners whose trees are causing damage. .
- Eric Drum suggested calling contractors to get their professional opinions, guidance, and quotes. The eventual goal is to get to a low-maintenance (e.g., vinyl) fence.
- Jo Mendoza suggested where tree is causing damage, we send notice that the tree needs to be removed to prevent further damage.
- Matt Chafin said most cost-effective approach is to move fence out, giving up common property.
- **Action:** Jo Mendoza to reach out to three fence contractors to assess condition of the fence and cost/suggestions for adding bump outs around problem areas.

2. Annual Plan

- Jo Mendoza provided a one-pager with overview and reminder of key dates and milestones.
- No changes requested by the board.
- **Action:** Approved with no changes.

3. 2024 Walking Path re-pavement

- The paving company that previously contracted with The Grove suggested prioritizing area around clubhouse, around pond and gazebo, as water build up is causing deterioration.
- Matt Chafin suggested sticking with original plan to address trip hazards on area between Krim Point and Biggin Pond. All members agreed.
- **Action:** Jo Mendoza to get quote from two vendors for paving area on Grove Hill Road between Krim Point and Biggin Pond.

J. Member Voice (President)

1. Kathy Morris

- Townhouses are considering painting all shutters and doors black. Previous two painters did not follow standards.
- Jo Mendoza said that the sub-board is able to make those changes without approval from ARC. Matt Chafin asked that The Townhouse Association board formally approve the color change and ensure it is in compliance with overall guidelines of The Grove.

2. Jo Mendoza

- Provided Nature's Way recommendation for updating controllers.
- Board decided to wait on suggested changes to maximize budget.

K. Executive Session (Collections & Legal)

1. Matt Chafin made a motion to move to executive session. Jason Scheer seconded. The meeting was moved to executive session at 8:01 pm.

2. Matt Chafin motioned to come out of executive session. Phillip Greer seconded. The original board meeting was reconvened at 8:10pm.
- L. Date & Time of Next Board Meeting:** February 8, 2024
- M. Adjournment at 8:12P.M.** Motion made by Matt Chafin, seconded by Eric Drum. All attending board members accepted.
1. The Grove HOA Board held a violations hearing prior to the regular board meeting. Eleven people were called to the hearing, two violations were dismissed and two were assessed a non-compliance charge. All other cleared their violations prior to the hearing.