

## SWA HOA Board - Phone Conference Minutes

May 19, 2025, 6pm MST

**Attendees:** Tami Brown - President; Rich Ternieden - Treasurer; Stacy Baker – Secretary

- Tami called a meeting to finalize/clarify the administration of HOA fines and violations.

The board specifically discussed a unit that has been non-compliant and has received letters and fines since October 2024. This unit has two separate violations: the first is a missing drain pipe at the front of the unit. The homeowners have been sent several notifications regarding this matter, with the last "warning " sent on October 23, 2024. Fines started to be assessed on November 13th, 2024 letter, and May 1st, 2025 letter. The second violation is the absence of heat tape on the unit's roofline, which is shared with other units.

Tami asked for feedback on how to proceed with the fine and violation process, especially since the building is scheduled for a re-roof this summer. The board concluded that, since the notifications and fines are being ignored, they should continue with the established fine administration schedule. However, if the issues are resolved by September 1, 2025, the board will waive the accrued fines from June to August 2025. If the fines accumulate into the thousands, a discussion regarding a lien may be necessary.

Tami will also discuss with our Welch Randall property manager, the possibility of the HOA making the repairs and charging the homeowner if the repairs are not made in a timely manner.

The board also discussed the wording of the letter that Tami will draft, outlining the increasing fines and setting a final compliance date of September 1, 2025. Rich suggested that the deadline should be "30 days from the completion of the roof." The board agreed with that suggestion.

- Stacy raised a question about the ACH payment method for those who choose to opt into the two-installment payment for the 2025 special assessment. She will consult with Jessica regarding this matter.
- Rich gave an update on spot amendments.

Rich reported that Hope advised the board to obtain an additional vote from members. Rich felt this was excessive since the board has been fully transparent with the HOA through communication and meetings regarding this process. Additionally, he informed Hope that the board plans to conduct an HOA member vote for the complete rewrite in 2026. To move forward Stacy and Tami need to sign hard copy of amendments in front of a notary. Tami and Stacy made arrangements to do so.

- Stacy requested to schedule a Zoom meeting and invite two brokers to review their proposals and answer coverage questions. The available dates are June 3rd and 4th. Stacy will follow up with the brokers to check their availability.
- Rich also wanted to confirm the requirement for heat tape in the CC&Rs and tighten the wording before implementing this requirement for the members. It may need to be established as a "policy" and formally addressed in the CC&Rs for 2026. He'll follow-up.

**Meeting Adjourn**