

Hampton on the Green Board Meeting  
March 1, 2024

The meeting was called to order at 5:30pm. Attending were Brenda Veresh, Kevin Sullivan, Shauna Larsen, Donna Parada, and Victoria Rasmussen. All participants attended via zoom and a quorum was met.

**Welcome and Introductions**

Kevin Sullivan welcomed the Board members and thanked Brenda for hosting the meeting via zoom. Due to the fact that this was the initial meeting of the new Board and because Victoria is new to the area, the members spent a few minutes introducing themselves.

**Financial Review**

Brenda reviewed the balance sheet and as of 03/01/2024 the checking and reserve accounts show balances of \$62,467.08 and \$48,936.11 respectively. Donna asked that the dollar amount going into the reserve account monthly be adjusted to \$970.00 vice \$470.00 and that the adjustment be made retroactively to include the months of January and February to reflect the amount agreed upon at the annual homeowners' meeting.

**AppFolio Review**

Because this was the initial meeting of this Board, Brenda reviewed the reports available to the Board members in AppFolio. She spent considerable time going over the report on work orders. Victoria asked how work orders were reviewed and approved and Brenda gave an explanation of how things had been done by the past Board. The current Board members agreed that emergency and routine work orders will continue to be approved by Brenda with info to the Board. More extensive work will require Board review and approval for scheduling based on funds availability and assigned priority.

**Landscaping**

As the largest budget item for the association, the Board members discussed a number of items regarding landscaping. It was agreed to try to schedule a walk-through of the area with both Old School and A-Plus on March 28. Brenda will work to schedule both organizations.

The Board also agreed to continue having all invoices sent to every Board member with a requirement for approval by two Board members to make payment.

Brenda indicated she was expecting to receive a proposal from Old School next week and would forward that to the Board for review.

### **Other Business**

Kevin advised the Board that Bonnie Meyer had asked to be excused from Board membership for personal reasons so the Board will plan to operate with 4 members for the remainder of the year. Victoria agreed to take on Secretary duties vacated due to Bonnie's departure.

Brenda requested the Board set a date for our next meeting and it was agreed that the next meeting will be on May 7, 2024 @ 5:30 pm at the Welch Randall offices.

The Board approved two invoices for payment, \$800.00 to Old School for February snow removal and \$63.00 to Welch Randall for preparation of the HOTG IRS Form 1099.

### **Revised Board Member Positions**

Due to the departure of Bonnie and the appointment of the new Secretary, the following represents the updated member positions:

President – Kevin Sullivan

Vice President for Landscaping – Shauna Larsen

Treasurer – Donna Parada

Secretary – Victoria Rasmussen

The meeting was adjourned at 6:50pm