

Berkley Manor HOA – Annual Meeting Minutes

Date: April 21, 2026

Time: 6:00 PM (via RingCentral)

Meeting ID: 215-193-774

Prepared by: Jen Jolley, Community Manager

1. Call to Order & Introductions

The meeting was called to order by **Jen Jolley** at 6:01 PM.

Attendees introduced themselves, including:

- Shantell Garrett
- Liz Parker
- Carrie & Art Bell
- Katie Clifford
- Richard Ferguson
- Chase Brauchie
- Noelle Poulson
- Samer Merchant
- Megan & Rob Sparrer
- Goh's represented by Proxy (Shantell)

2. Financial Review

Jen reviewed the current financials:

- **Reserve Account:** \$62,168.41
- **Operating Account:** approx. \$42,899.06
- **Total- \$105,067.47**
- **Income Statement:** Reflects the first four months of the fiscal year

3. Rental Cap Update

- **10 rentals** are currently approved out of the **18 units**.
- Discussion occurred regarding FHA eligibility.
 - Shantell clarified that the rental cap alone does **not** disqualify the community for FHA; multiple factors are involved, and the property hasn't been FHA approved for several years.

4. Special Assessment – Plumbing Repairs

Shantell provided background on the recent major plumbing issue:

- A significant pipe failure caused flooding; repairs revealed an additional failing pipe on the opposite side of the building.
- Beehive Plumbing completed the repair and provided quotes.
- Total cost is estimated at around **\$13,000**.
- The HOA will cover a portion; the remainder will be funded through a **special assessment**. This equates to \$750.00 per unit but the HOA will contribute \$5,400 to save owners money.

Jen confirmed:

- Owners will receive formal notice.
 - Payment options: \$450 Special Assessment **Pay in full by May 15, 2025**, or **three installments** \$150 by **May 15**, \$150 by **June 15**, \$150 by **July 15**
- Assessment will be added to AppFolio once finalized.

5. Rental Policies & CC&R Enforcement

Discussion included:

- Long-standing difficulty enforcing rental rules since 2009.
- Suggestions for clearer processes: background checks, lease requirements, notice of vacancy, etc.
- Dog restrictions for renters were reviewed:
 - Renters **may not** have dogs.
 - Maximum **three dogs** are allowed in the building (owners only).
- No current dog-related issues reported.

6. Property Conditions & Inspections

Topics discussed:

- Garbage area concerns; owners noted recurring messes.
- Shantell regularly monitors the property and addresses issues such as garbage overflow, camera room safety, and general tidiness.
- Richard requested more formal inspections from Welch Randall and property management not waiting until something happens but to be more proactive.

- Jen clarified the management contract includes **two site visits per year**.
- Additional visits could be arranged if the board chooses to allocate funds (e.g., unused snow budget).
- Letting Jen know of issues, violations or maintenance that is needed is appreciated and talked through the various ways this can be reported.
- Snow removal was minimal this year; board may consider switching to a **per-push** contract next season.

7. Reserve Study

Completed in **2023**. Not due until 2028

9. Board Membership – Vote

Shantell Garrett confirmed willingness to continue serving on the board.
Owners unanimously voiced support:

- Votes from Samer Merchant, Liz Parker, Megan Sparrer, Katie Clifford, Noelle Poulson, Richard Ferguson, Carrie Bell and Gary Goh (by proxy) and Shantell Garrett

Outcome: Shantell Garrett remains on the Board of Directors, as President.

10. AppFolio Portal

Jen reminded owners:

- Documents, payments, and community information are available at **welchrandall.com** under the Community Management, HOA Directory, Berkley Manor.
- Special assessment will appear in AppFolio once added.

11. Management Contact

Jen shared availability:

- **Hours:** 9 AM – 5 PM
- Monitors phone on weekends for emergencies
- After-hours emergency line is available 801-399-5883
- Jen@welchrandall.com 801-669-9105 x125 (this phone doesn't receive texts)

Meeting adjourned at 7:06 PM