

Firewheel Farms No 2 HOA, Inc.  
Meeting Minutes

Meeting of Directors & Officers

Date: Thursday, March 18, 2021, 6:30pm

Meeting was held on Zoom 18 March 2021

Attendance of Directors and Officers.

Name	Initials	HOA Position	Present or Absent	Role in meeting
Charles Johnson	CJ	Director and President	Present	
Chuk Lundin	CL	Director	Present	
Lorraine Revelle	LR	Director	Present	
D'Ann Linwood	DL	Vice President	Absent	
Barbara McCoy	BM	Treasurer	Absent	
Lori Larson	LL	Secretary	Present	
Steve Tharp	ST	Consul	Present	

Role in Meeting: Leader, Time Keeper, Recorder, Rules Coordinator

Meeting was called to order at: 6:50 pm by Charlie Johnson  
Review of prior meeting minutes if required: NOT REQUIRED  
Old Business: NONE

The Agenda item is: planning the annual meeting. (The annual meeting will be held 3/25/21 on zoom.)

We discussed how to proceed during the annual meeting.

CJ estimates the total meeting time will be 85 minutes. 85 minutes does not include any extended discussions. Ask everyone attending to mute their microphones until they are ready to speak. Lori to monitor chat box and monitor talking time to keep the meeting moving along on a schedule.

Officers & Directors were asked to put their title after their name on the zoom meeting to better identify their position with Board.

We went over the agenda items and time allotted for each topic. Encouraged to share your screen when presenting a document. Refer everyone to the website to see the documents there too.

<https://firwheelfarms.com> go to HOA Info tab, then Docs & CCR, financials and meeting minutes

Make the website user friendly and easy to find documents. Explain clear simplified instructions how and where to retrieve documents and find information.

Prior to the annual meeting a tab titled Annual Meeting was temporarily added to the website. That tab had a box you could click that would automatically take you straight into the meeting.

Agenda items:

Welcome and Introductions by CJ

Special Reports: NPO (neighborhood police officer) Don Le regarding Crime. Real Estate update by Lorraine Revelle.

Call the meeting to order, this will be a meeting of order.

Open meeting: read 2020 meeting minutes (LL), motion to accept (Board)

Treasurer Report (to include a cover sheet and the report) and 2020 budget review and annual dues impact (BM). Motion to accept the 2020 report.

Budget review for 2021 (BM) Q&A

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Old Business:

Status of Declaration amendments (CL) Q&A.

CL states the final revision is almost ready to send to the attorney. After it comes back from the attorney, the CCR Committee will review their work and if it looks good, the new updated CCRs will be shared with the Association. Estimated date for finalization is June 2021.

LR states these are old rules and regulations and they had to be tweaked a little bit to come into modern standards. We are not changing all the rules just amending them for current times. CJ agrees to explain that at the annual meeting.

CL suggests that maybe it (CCR's) would be better understood if the sequencing of putting the resolution announcements in new business and discussion of amendment status, it seems that it would be more convenient, relevant and understandable if we covered the resolutions prior to CL's comments on the new CCR amendments. Maybe not.

LR asks CL to verify the resolutions are on the website.

ST asks how/where do we find the resolutions on the website. Answer: firewheelfarms.com, HOA Info, Docs & CCR, scroll down to Resolutions. ST asks CJ to remind everyone of that in the meeting, how to find documents.

LR asks if anyone wants to change the order of any documents to please email to let her know the exact order. CJ says chronological order. Use the dates on the resolutions found at the bottom of the page. There are to be 6 resolutions on the website. CJ confirms those resolutions have been approved. List the most recent resolution on top and the oldest one on the bottom.

ST agrees we should allow Q&A (questions and answers) after discussion of the resolutions.

We tested the website, clicking on various tabs and links. (It works great.)

As of 12/31/19, there are 11 resolutions in total. LR asks that all resolutions are accounted for and verified. LL agrees to contact CL for those documents so she will have them too and then submit to LR to post on the website.

Introduction of new website, up and running (LR)

Events committee (Lorean Dillard) Lorean did not attend. (see discussion regarding events below).

New Business – resolutions, results from lot and property committee (CL)

CL will follow up with Jerrod Rush on the status. If they don't have anything yet, we can skip that topic at the meeting. ST suggests perhaps prepare a power point presentation or a document with bullet points.

ST confirms we have a good meeting going and have a lot of information to share. Just keep order in the meeting. The absolute cut off time for the meeting is 8:30pm (2 hours). LR is asked to motion to adjourn the meeting at 8:30.

CL comments on management of time of the meeting. CL suggests LL (time keeper) pay special attention on how much time is being used up on each one of the topics. If we go over time on a topic, CL encourages LL to interject if we are taking too much time on a topic and that perhaps we can allow 15

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minutes at the end of the meeting to reconsider a topic. We need to keep things moving along quickly as it can be very easy to get side tracked. ST suggests that the Chairman bring it back on target also.

CJ reconfirms that he will start the meeting 5 minutes late (at 6:35pm) on purpose to allow everyone time to get on the zoom meeting. He will suggest that questions and answers will be limited to 5 minutes. All agree. ST confirms that even the best laid plans can get off track. CJ confirms the presentations will be fairly short and to the point. It's the Q&A that will take the most time. CJ kindly reminds LL to use an egg timer so when the 5 minutes is up, we will hear the timer go off. The timer goes off to remind us that the time allotted for that topic has been used.

ST asks when is the Directors meeting? CJ is still working on it. CL says the CCR states the Directors will meet following the annual meeting and among themselves will select and appoint Officers of the association. LR asks does it state the time frame of how soon the Directors meet follows the Annual Meeting? CL says there is no time frame indicated. CL says the Directors that are valid elected Directors among themselves appoint the President of the Association. The newly seated Director will participate in decision to appoint the Officers for one year. ST thinks it is a required public meeting and will look it up to determine if it's a private executive meeting or public. CJ will announce the Director's meeting (3/30/21) at the annual meeting (3/25/21). CJ has gotten written commitments from LL and BM to extend their term (from 12/31/21) through March 2022. LR said DL said yes too.

CJ will announce the election results will be read by LL. She will be allotted 1 minute.

ST asks who is tallying the votes. Answer: VoteHOANow. LL will utilize an unbiased third party to handle/enter in any paper ballots. CL reminds us that it should be someone we know and trust that is not in the Association to handle this part of the election process so that nothing is improper with the treatment of ballots cast. CL further instructs that the voting administrator be able to explain the process and that we did it right.

LR asks if Lorean Dillard [Events Coordinator] is going to present the events planned. ST asks what is the criteria to have events [due to current Covid-19 restrictions and recommendations]. CJ will contact LD and ask her to make that presentation. If she is not available, LR, her predecessor on the Events Committee, can present that information. LR says she can keep it simple. They are hopeful there will be the annual July 4<sup>th</sup> parade/Estates swim party and the annual fall cookout.

In recap, CJ will invite everyone to the Director's meeting on Tuesday. Reminder to put out signs for the meeting.

ST asks if the email addresses are update or corrected? LR says yes. LL agrees she has been working on getting them correct.

CJ will send out agenda revision D based on tonight's meeting comments. The scripted parts are in italics.

LR makes a motion to adjourn the meeting. All in favor raise your hand. Aye. Unanimous. Motion to adjourn accepted. (8:20pm)

Meeting minutes typed by Lori Larson on 3/28/21. Approved by Directors 3/28/21.