

## CANNON BLUFF HOA- VIRTUAL MEETING MINUTES

Location (Email ~ [info@cannonbluff.org](mailto:info@cannonbluff.org) for address)

April 5<sup>th</sup> 2022, Begins at 7 PM (Virtual)

(Agenda to be posted on web site.)

1. **Roll Call:** Scott Hovey, Vern Torney, Bonnie Keller, Rachel Stradling, Carl Lude, Tracey McClure
2. **Proof of Notice of Meeting: Placed on website**
3. **Approve Draft Agenda:** Addition of: Proposal to change fiscal year. Revised agenda approved. Vern Motioned, seconded by Rachel. Approved 5/0
4. **Confirmation of approval of Minutes from March Meeting:** Minutes as amended following Vern's comments approved.
5. **Report of Officers**
  - President – Scott Hovey  
No updates
  - Vice President – Bonnie Keller  
No updates
  - Treasurer – Carl Lude  
Made payments to Oscar. Vern's reimbursement processed. April budget will show Tax invoice from 2021. Same amount will be charged 2022. Filed for an extension. PMI have submitted their documentation to the Tax advisor. Filing will be done shortly. Requested authority to sign the return on HOA's behalf.  
Carl happy to work with PMI over the annual mailing.  
March financials sent to board today. Only just received them, they usually arrive mid-month.  
Discussion on whether tax filing should be circulated through the board before sign off. Agreed to circulate a summary and have the board review, agreed to have 5 day review window for comments.  
Discussion on financial package. Only a small number of owners who haven't paid, which seems unusual. Discussion on what auditing we have in place. Carl agreed to raise with PMI.  
Discussion about budgets, confirmed that we are currently under budget despite extensive park works. We do have \$308x2 for two years of tax returns.  
Discussion on the reserve fund line item.
  - Secretary - Rachel Stradling  
No updates
  - Park Commissioners – Julie Phillips and Vern Torney  
No updates  
Discussion when park monthly maintenance will start. April thru October confirmed.
  - Key Master – Mike Varone

Not present – No updates. Bonnie agreed to reach out and check in with him about continuing being the key master.

- Web Master – Tracey McClure  
Full review of the new website. Bonnie to create a zoom link for the HOA Board meetings so that we can have it on the site permanently.  
Request from Carl to post the Articles of incorporation, Covenants and the Bylaws in that order.  
Discussion on whether to post minutes on the website – agreed to post them once approved.  
Discussion on the about us page.  
Rachel requested that we have a map of the park on the website so that members know where the boundaries are.  
Looking to do a soft launch of the website on Friday April 8th. Will add enhancements and further content as desired.  
Bonnie to give sandwich board sign to Tracey tomorrow so that it can be put up once the website is live.

## 6. Unfinished Business

- Annual Meeting Planning  
Scott reached out to Government buildings but hasn't had chance to follow up. Will try to secure a venue tomorrow.  
Bonnie to create agenda for spring meeting.  
Discussed snacks at the meeting.  
Plan B to go virtual.  
Need to have April 15<sup>th</sup> as the date for all materials to be drafted and sent to PMI. Discussion about whether the election results are announced are announced at the meeting. Targeting week of May 16<sup>th</sup> for the annual meeting.  
Discussed potentially using Colgan High School as a venue.

## 7. New Business

- Oscar's park maintenance contract  
Vern circulated new maintenance contract for the park prior to the meeting. Increase in cost from last year due to increased costs. \$175 cost 3 years ago, new price is \$240 per month for 2 years. Vern motioned that we absolve Oscar of the third year and enter into a new two year contract. Scott motioned we move forward with the new contract, seconded by Rachel. Approved 5/0  
Scott agreed to sign the new contract and get it back to Vern ASAP.  
Discussion on special levy assessment – would need a home owner quorum in order to have an assessment to bolster the reserve fund.

- Wood Duck Boxes  
Request to place a wood duck box in the marsh area by the dock.  
Discussion about the how it would be constructed and where. Tracey to let board know about progress. Also requested permission to place a bat box.
- Fiscal year change discussion – Tabled until the next meeting.

8. **Resident Open Forum**

No residents in attendance

9. **Closed Discussion**

- **No Discussion**

**Next HOA Meeting Date: Annual HOA Meeting TBD**

**Adjourn Meeting:** Motion to adjourn made by Cal, Seconded by Vern. Approved 5/0.  
Meeting adjourned at 9:05pm.