

## **MINUTES**

### **Silver Springs Single Family Homeowners' Association (SSSFHOA)**

#### **Board of Trustees Meeting**

**November 1, 2016**

#### **Emergency Change of Location**

The meeting was scheduled to be held at St. Luke's church, but the church was locked so the meeting location was moved to the residence of one of the board of trustee members, Allison Dittmer, at 5129 Silver Springs Rd.

#### **Determination of a Quorum**

A quorum was established with all 7 members of the board of trustees present in person: Ed Cody (Vice President), Katy Lillquist (Treasurer), Brian Zilvitis, Allison Dittmer, Edward Robertshaw, Polly Reynolds, and Todd Evans.

Also present were Bill Noland (Chair, Underdrain Committee), and previous board members Mari Dougherty, Rick Hovey, and Julia Loughlin.

#### **Call to Order**

The meeting was called to order by Vice President Ed Cody at 6:41 pm.

#### **Approval of October 4<sup>th</sup>, 2016 BOT meeting minutes.**

The October 4<sup>th</sup>, 2016 minutes were approved unanimously.

#### **Introductions**

The attendees introduced themselves to each other.

#### **Nomination of Officers**

The following BOT members were nominated to officer positions:

President – Brian Zilvitis

Vice President – Ed Robertshaw  
Secretary – Polly Reynolds  
Treasurer – Katy Lillquist

Each nominee was unanimously elected to their position.

### **Committees**

The following committee appointments were made:

Architectural Committee - Todd Evans, Allison Dittmer, and Ed Cody  
Nominating Committee – Polly Reynolds and Julia Loughlin  
Underdrain Committee – Bill Noland  
ARC Rewrite Committee – Ed Cody, Rick Hovey, Todd Evans  
CC&R Rewrite Committee Chair – Brian Zilvitis  
Compliance Committee – Not addressed

Additionally, the President (Brian Zilvitis) designated Allison Dittmer to be the SSSFHOA's representative to the Master's Association.

### **Regular Business**

The board discussed a variety of topics to bring new board members up to speed on the various projects that the board is involved in, including:

Architectural Rules Rewrite – Ed Cody discussed the status of the rewrite project. The board discussed attending the North Shore members meeting in December, and the process for approving the new rules.

Masters Overview – Bill Noland provided the board with an overview of the Master's Association and its duties, and the role of SSSFHOA.

Management Company Overview – The board discussed the duties of the management company, and the process that has taken place over the past two years of enforcing stricter compliance with our CC&R's through notices and fines. The board also discussed ways in which the manager could engage with members more effectively.

Treasurer's Report – Katy Lillquist distributed and discussed the financial statements of the Association. The board discussed the status of problematic collections of past due assessments and fines.

Underdrain Overview – Bill Noland provided the board with an overview of the Underdrain. Bill explained the work that was recently completed to bring two access points to ground level in order to improve our ability to monitor and clear

those sections of the system more regularly and easily. The board discussed the plan for ongoing discovery and maintenance of the Underdrain system.

**Next Meeting**

The board discussed future meetings, and decided it would be preferable to have regular meetings rotate among the homes of the BOT members. The next meeting was set for Monday, December 5, 2016 at the residence of Todd Evans at 4910 E. Meadows Drive.

**Adjournment** - The meeting was adjourned at 9:28 pm.