

Executive Board Meeting Minutes– Watson Run HOA

Date/Time: September 30, 2021, at 10:00AM at the Clubhouse

Members:

- Dan Sweeney
- Rob Peters
- Vicki Michuck
- Eugene Kieffer
- Rich Friel

Meeting Minutes

Call to Order: Dan Sweeney called the meeting to order at 10:00AM.

Approval of Meeting Minutes: The Executive Board unanimously approved the August 17, 2021, Executive Board Meeting Minutes, and the August 17, 2021, Transition Meeting Minutes.

Item 1: Old Business/Committee Reports & Updates

A. Vendor/Contractor/Committee Updates

1. Berks – Noted that the discussed reseeding was scheduled for September 23rd, weather dependent. EB asked WCPAM to go back to Berks and tell them the job was not done to their satisfaction and the EB is willing to have their landscaper complete this work, tree trimming, and tree removal/replacements if Berks pays the invoices.
2. Helping Hands Committee Update – Fall maintenance projects are being discussed and will be presented to the EB by the next meeting.
3. Rich reported his findings on alternate methods for TV service at the clubhouse. Rich is going to explore modems and routers and report back to the EB.
4. Streetlights Cleaning Update – In progress.
5. Amenities Shed Moved to Pool Area – Tabled.
6. Status of ARC Violations: WCPAM inspected the community during the week of September 20th and reviewed their findings with the EB.
7. Status of encroachment and other issues on western boundary – WCPAM will provide an update at the October meeting. Myron is being asked to review land in question that appears to be Myron's land.
8. By-laws and CAP Con "Update" – WCPAM shared the survey results with the Executive Board. Survey was open to residents on September 24th and closed on September 30th at 8:00AM. As a result of the survey, all three questions will be presented to the community for a vote at their 2022 Budget Meeting.
9. Water Bills – Township has not billed the Association yet. Township notified Woo-Cat that they will begin billing in December 2021 for September 2021 – November 2021.

Item 2: New Business

1. 2022 Budget Discussion – The EB unanimously approved the 2022 budget with a \$14.50/month increase. The increase over 2021 dues results in a yearly increase of \$174.00. The EB wishes to point out that if the EB keeps the dues at \$208.50, residents

would have been charged \$620.00 due to the actual 2022 costs for water and the mandatory home fire alarms. The actual cost of water to each resident for 2022 is going to be \$480.00 per year. The actual cost for home fire alarm monitoring is going to be \$140.00 per year for each resident. **The EB was able to work those costs into the 2022 budget for a total overall increase of only \$174.00.** Residents will not pay an extra fee for water or for their fire alarm. **Starting January 2022, each resident will pay \$223.00 per month and that covers: water, trash, home fire alarm, landscaping, pool, clubhouse, and snow removal.** **The EB is notifying residents of these changes so they may review before the 2022 budget meeting.**

2. 2022 Watson Run Community Budget Meeting Discussion – The 2022 Homeowner Budget Meeting is scheduled for Wednesday, November 3, 2021, at 7:00PM. The EB wishes to poll resident preferences for the format of the meeting. Please note that due to the uncertainty of the COVID-19 variants, the EB cannot guarantee that we will find a venue to accommodate all homeowners. Therefore, a Zoom meeting may be our only option, but the EB is researching meeting venues.
3. Watson Run Executive Board Code of Conduct – The EB is reviewing the enclosed Code of Conduct and will decide to adopt, modify, or reject the Code of Conduct at their October 2021 meeting.

Item 3: Financials –

- A. The Executive Board unanimously approved the August 2021 financial reports.
- B. Kathy Hazelett has asked for a small budget for the social committee. WCPAM will ask Kathy to provide a draft budget request for the social “meet and greet” committee and the clubhouse committee.

Adjournment – 12:20PM

Watson Run
Executive Board Code of Conduct

The Executive Board hereby adopts the following Code of Conduct. Each Director as well as the collective Board shall adhere to the following:

1. Always strive to serve the best interests of the Association regardless of their personal interests.
2. Respond to all required correspondence, written or verbal in a timely manner. Required correspondence will be dated with a prerequisite response time. Failure to do so will make the director's vote null and void per issues.
3. Exercise sound business judgment to make the best possible decisions for the Association, taking into consideration all available information, circumstances, and resources.
4. Act within the boundaries of their authority as defined by law and the governing documents of the Association.
5. Perform their duties without bias for or against any individual or group of owners.
6. Provide complete and timely disclosure of personal, professional and/or financial relationships with any company or individual who has or is seeking to have a business relationship with the Association.
7. Provide complete and timely disclosure of any personal, professional and/or financial conflicts of interest related to actions of the Association, the Board, individual Directors, or managers.
8. Conduct open, fair, and well-publicized elections.
9. Observe a duty of undivided loyalty to the Board and refrain from any behavior or discussions that undermine the Board.
10. Support all duly adopted Board decisions even if the Director was in the minority regarding actions that may not have obtained unanimous consent.
11. Treat all Directors and owners with civility, courtesy, and respect.

12. Observe proper and professional decorum and language at all Board meetings and in all correspondence to fellow board members.
13. Voluntarily resign from their role as a director if they are: (1) convicted of a felony, (2) knowingly violate the governing documents, (3) share confidential board/community information, or (4) commit other acts considered to be violations of proper board conduct as noted by a majority of board members while serving as a director.
14. Refrain from disclosing confidential information obtained through their role as a director.
15. Refrain from disclosing any information with any individual or entity bidding for Association contracts unless specifically authorized by the Board.
16. Refrain from interfering with a contractor or subcontractor engaged by the Association while a contract is in progress.
17. Refrain from making any promises or representations that have not been duly approved by most of the Board.
18. Refrain from advocating or supporting any action or activity that violates a law, the governing documents, or regulatory requirement.
19. Refrain from using their position as a director for personal gain.
20. Refrain from soliciting or accepting, directly or indirectly, any of the following from an individual or entity that is seeking to obtain contractual, business, or financial relations with the Association: gifts, gratuity, favor, entertainment, loans, or any other thing of monetary value.
21. Refrain from accepting any gift or favor made with the intent of influencing the Director's decision or action with respect to any matter related to the Association.
22. Refrain from knowingly misrepresenting any facts related, directly or indirectly, to the Association.
23. Refrain from disclosing any confidential, non-public, or personal information about the Association, owners, non-owner residents or employees that was obtained in the performance of his or her duties as a director. This restriction shall not apply to communications with the Manager; communications with the Association's legal counsel; communications with the Association's tax professionals; responses to inquiries

made by any law enforcement or regulatory personnel; any other communications necessary for the Board to fulfill its duties and obligations.

24. Refrain from disclosing to any owner, non-owner resident or unauthorized third party the discussions, deliberations, communications, and comments made during any closed or executive session of the Board.

By my signature below, I accept, acknowledge, and agree to abide by the code of conduct. I understand that any failure to adhere or otherwise comply with the code of conduct may serve as grounds for my removal as a director. A vote by the majority of the director's is required to remove a board member.

Print Name

Signature

Date