

**Royal Arms HOA Board Meeting
February 20, 2019
RA Lobby**

Meeting Called to Order 7:55 p.m. after Annual Meeting

Roll Call

Present: Brad Goodenough, Nancy Hillig, Pat Mainella, Ed Trompke, Teri Weber

Others Present: Heather Clot, CAP; one owner

Quorum present? Yes

Approval of Minutes

Ed moved to approve minutes from December 3, 2018. Brad seconded. **MOTION APPROVED.**

Report of Officers

1. Financial Report. Brad presented the financial report at the earlier Annual Meeting.

Old Business

1. Fire escape update, deck covering, and barrier gates presented at the earlier Annual Meeting.
2. Plumbing Study. Jeff O'Neal was not present.
ACTION ITEM: Send notice to all owners that the plumbing study is completed and the Board is prioritizing the issues and seeking bids.
ACTION ITEM: Set up meeting with JR Johnson to discuss plumbing done during 2017.
3. Scope of Repair Report. Charter on-site February 9.
4. UMB Information
ACTION ITEM: Post statement on ROY website regarding current UMB information.
5. Schwindt Tax Engagement Letter for 2018 services. The Board signed the document.
6. Allowing Moves on Sunday. Voted via email. **RATIFIED.**
ACTION ITEM: House Committee will revise the Move-in/Move-out policy and documents. Clarification of the policy to include: \$200 move-in fee (\$100 refunded if no damage) and \$200 move-out fee (\$100 refunded if no damage).
ACTION ITEM: Revision of both move-in and move-out templates to show no damage occurred.

New Business

1. Election of Officers.
 - Nancy Hillig, Chair 2018-2021
 - Brad Goodenough, Treasurer 2019-2022
 - Pat Mainella, Secretary 2018-2021
 - Ed Trompke, Director 2019-2022
 - Teri Weber, Director 2019-2022*ACTION ITEM: Post new board members on website; change date as of February 20, 2019*

2. Box Elder bug treatment.
ACTION ITEM: External treatment after fire escape project completed.
3. Clarification of move fees.
ACTION ITEM: Revision of both move-in and move-out checklists to indicate \$200 fee collected for moving in and moving out.
4. Move-out instructions added to the checklist.
ACTION ITEM: Separate move-in and move-out instructions/checklists.
5. Emergency Preparedness Manual. Discussion concluded that this was not within the parameters of the Board.
6. Approval of NJP contract. Ed moved to approve the NJP contract. Brad seconded. **MOTION APPROVED.**
ACTION ITEM: The Board and CAP research information on a re-payment plan to pay back the reserves include researching bank loans, rates, appraisal fees, etc.
7. Changing Legal Counsel. The Board discussed changing legal counsel.
8. 2019-2020 Board Meeting and Annual Meeting Dates
 - April 10, 2019 6:00 p.m.
 - July 10, 2019 6:00 p.m.
 - October 9, 2019 6:00 p.m.
 - November 18, 2019 6:00 p.m.
 - February 12, 2020 6:00 p.m. Annual Meeting

Community Forum occurred at the Annual Meeting held earlier.

Executive Session. Nancy moved to move to Executive Session. Ed seconded. **MOTION APPROVED**

Meeting adjourned 9:04 p.m.

Executive Session called to order at 9:15 p.m.

Pat moved to approve the waiver of the two fees. Brad seconded. **MOTION APPROVED.**

Meeting adjourned 9:25 p.m.