

**BERN CREEK HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING**

**Tuesday, July 28<sup>th</sup> 2020**

**7:00 PM**

*VIRTUAL MEETING VIA ZOOM*

**MEETING MINUTES**

1. Call to order: 7:11pm
2. Establish a quorum
  - a. Kenneth Castro, Gary Dahl, Mike Hutchinson, Michael Resnick and Frank Rich were all present via Zoom and a quorum was established. Unfortunately Cindy Martin was not able to attend. Also present via Zoom, was Kasey Dick with Pinnacle Management.
3. Approval of minutes:
  - a. June 23<sup>rd</sup> - Michael Resnick made a motion to approve the meeting minutes as presented. The motion was seconded by Frank Rich and was unanimously approved.
4. Accounting:
  - a. Frank Rich made a motion to approve the following 3 invoices to be paid. The invoices are for Wilhelm Brothers (landscaping), Pinnacle Community Association Management (Management Fees) and Hill Law Firm (Legal). The motion was seconded by Michael Resnick and was unanimously approved.
  - b. Fence Reserves- Discussion was held regarding the incorrect amount in the fencing reserves line item in the financials. This has since been corrected by Pinnacle.
  - c. Delinquent Homeowners- There are currently three delinquent homeowners within the Association.
  - d. Federal Taxes- We have covered that the Federal Taxes were paid and submitted appropriately.
5. New Business:
  - a. Cowpen Easement- The work is currently in progress with the Attorney. It was reminded to the Board by Mike Hutchinson that the Association currently has an excess of \$8,000 to help cover the cost if needed.
  - b. Article Changes- Discussion was held regarding the articles changes that were recently made. Mike Hutchinson had them signed and notarized. Unfortunately there is one more signature that is in need and has to be notarized.

- c. Violation Letters- Manager Kasey Dick came out today to do a violation inspection. Per the Board's request she will begin putting the violations on a spreadsheet for the Board to keep track of.
- d. Newsletter- It was requested that Pinnacle draft together a Newsletter for the community with friendly maintenance reminders such as, fence maintenance, weeds, culvert maintenance ext. Once the Board reviews and approves we will mail out a hard copy to the residents.
- e. Action Items- Frank is going to search through his files to see if he can locate the Article changes and will get back to us. Kasey is going to draft a newsletter, send the exact date the letter was sent to Mr. Snook and put together the violations in a spreadsheet.

8. Member comments: No member comments were taken at this time.

9. Adjournment and next meeting date:

- a. Adjournment 8:21pm
- b. Next Meeting Date: Tuesday August 25<sup>th</sup> 2020

**Meeting Minutes prepared by Kasey Dick, Pinnacle Management**