**Sienna Forest Homeowners Association**

01/13/2022

6:00pm - 8:00pm

Metro Diner, 12807 San Jose Blvd.

**Meeting called by:** Kurt Ringo

**Type of meeting:** HOA annual meeting

**Board Attendees:** Treasurer Maxine Holcomb, Vice President Leroy Holcomb, President Kurt Ringo, Secretary Caroline Shank

**Resident Attendees:** Margaret Anne Payne, Shaun Stimpert, Derrick and Lisa Jenkins, Cheryl Dolinger, Jan Butner, Suzanne Voss, Mark and Doreen Abbott, Susan Setterlund, Bruce Emmel, Erik Willadsen, Patricia Ringo

**Minutes**

**Agenda Item: Welcome and Meeting Agenda**

**Discussion:**

* The meeting was called to order at 6:30
* Kurt Ringo welcomed everyone and went over the agenda for the evening. He briefly reviewed the responsibilities of the HOA and responsibilities of homeowners, as detailed by the C&R.

**Agenda Item: Swale Work**

**Discussion:**

* Kurt Ringo reviewed the timeline of the Swale work, from the beginning of 2021
* The original plans for the neighborhood directed that the water flow from the swale empty into a location in an adjoining neighborhood; that work was never completed and is not possible now.
* The board is in the process of contracting with Earthworks to repair the swale. The plan is to direct the water flow to the retention pond in Sienna Forest, following the design document created by Solid Rock Engineering
* An estimate is expected from Earthworks soon
* Question was raised regarding the previous vendor and payment. Previous vendor will not be paid by Sienna Forest until swale work is completed, and the amount will be whatever funds (if any) are left over from the amount budgeted for the work.
* Every lot contains an easement of 10 feet parallel to front and back lot lines, and 5 feet along each side lot line. The purpose of the easements is access to and maintenance of drainage on lots; HOA board has the right to make any necessary corrections in these areas.

**Agenda Item: Review of Bylaws**

**Discussion:**

* Two types of HOA meetings–Regular monthly meetings of HOA board, and special meetings which can be called to deal with issues that arise in the neighborhood
* A quorum of the majority of board members is required for voting. A majority of the attendees is required to pass measures voted on by the membership; for some issues a quorum of ⅔ is needed. Voting can be in person or by proxy.
* Bylaws state that the annual meeting is to be held in October or November, or any date determined by the Board
* Written notice of meetings must be given at least 48 hours in advance; for special meetings 3 days notice must be given
* The board of directors required in the SFHOA Bylaws is the same as the elected officers in SFHOA; consists of 3 to 9 members who serve for one year terms, and must be elected at the annual meeting, with any vacancies filled by the board.
* The board is required to keep financial records, meeting minutes, and a membership directory
* Eric Willadsen asked if we need Kingdom Management. Yes–they are needed for sending out letters regarding any violations of the C&R; however, they have been notified that they must send letters to the board for approval first.
* The annual maintenance assessment is currently $225 per lot. The board is required to keep a reserve amount (contingency fund).
* Special assessments can be made as deemed necessary; these must be approved by ⅔ of members who attend the meeting called for such purpose. There may need to be a special assessment this year for swale repair costs.
* The board can also make assessments against a lot and impose excise taxes

**Agenda Item: Finances**

**Discussion:**

* Finances were presented by Maxine Holcomb
* Proposed budget total for 2022 is $22,198.41
* Yearly dues owed by 1/31. Letters were sent out to all homeowners.
* Dues were not raised this year, but the budget is tight
* Budget as presented at the meeting will be amended to show a higher contingency fund, to account for leftover amount from money budgeted for the meal at the annual meeting; final budget to be sent with annual meeting minutes
* Doreen Abbott asked what were the swale connected expenses–these include the design proposal created by Solid Rock Engineering and the consultation done by Earthworks
* A vote was taken to approve the 2022 budget with the proposed amendment. The budget was approved as amended.

**Agenda Item: Roles of Board Members**

**Discussion:**

* Kurt reviewed the role of each board member as laid out in the Bylaws (President, Vice President, Secretary, Treasurer). Full description of each role can be found in the SFHOA Bylaws

**Agenda Item: Election of Board Members**

**Discussion:**

* Cheryl Dolinger presented the ballot for a vote. On the ballot were Kurt Ringo (President), Susan Setterlund (Vice President), Maxine Holcomb (Treasurer), and Caroline Shank (Secretary).
* A vote was taken for Cheryl Dolinger as a write-in candidate for an additional board member.
* Both measures were approved by the members present.