

Waterford Homeowners' Association
Board of Directors Meeting
January 13, 2026
Minutes

Those in attendance: John Cleveland; Lavinda Hedman; Susan Dewey,, Abraham Romo, Rachel Hoy, and Ynette Marx, who attended by phone.

Welcome: John Cleveland

Minutes from November 18, 2025, were approved with no changes.

The open position on the board: Replacement is by appointment. A new member would be serving for the remainder of Laura Macbeth's term, which would be two years. A discussion of possible candidates mentioned three possible candidates. Susan Dewey will serve as Secretary and Treasurer until such time as someone is appointed.

Treasurer's Report: Susan Dewey presented reports from November 19, 2025, to the present:

Profit & Loss Statement,¹Expense Report,² Balance Sheet,³ Budget v. Actual Report,⁴ and the Outstanding Dues Report.⁵ It was noted that 3 have paid since the report was generated, so all but 30 homeowners have paid their dues, representing 20% of the total dues income. Most of the invoicing has sent by email to date. Susan mailed a hard copy to each of the homeowners last week so there should be more payments in soon. The number of unpaid dues is 8 more than at this time last year.

The credit card and Venmo fees are less than last year, mostly a result of the move to ManageCasa processing.

The amount of snow removal charges is significantly less than other years.

The Expense Report identifies all paid expenses that have been processed since the November 18, 2025, meeting. There was one debit card purchase from Hobby Lobby for \$63.60 for Christmas Decorations for next year that were purchased at 80% off. The board approved the expense. All other expenses were regular, recurring, or automatic expenses and have been approved by board policy.

The Balance Sheet reflected the HOA has \$54,318.43 in savings, checking, and certificates. The \$6,534.00 outstanding dues is not reflected in the cash basis balance sheet.

The Budget v. Actual Report shows \$97.50 for snow removal thus far. The total budgeted amount for the year was \$3,000.00. Weather reports have indicated there will be little moisture until March, so there should be significant savings this year.

Insurance Policy annual premium⁶ bill was presented for approval. The board approved the expenditure.

MACU Issues from last month. These still need to be addressed. Susan will work on them immediately: Remove Laura from bank accounts and add Rachel to bank accounts.

At the Annual Meeting the membership supported the idea of a Policy concerning HOA Homes Currently being rented on long term (more than 30 days), it was tabled from last the last

¹ Profit & Loss Statement

² Expense Report

³ Balance Sheet

⁴ Budget v. Actual Report

⁵ Outstanding Dues Report REDACTED

⁶ Insurance Billing Statement

meeting.⁷ The Board unanimously voted to approve the policy. Members will be notified. The HOA are only seeking name, address, email, and phone number of the renters so they can be notified concerning property issues, events, emergencies, and violations relating to the property. The homeowners will still be notified as usual. Susan will prepare an official policy and obtain John's signature to make it official.

New Members – Rachel. There have been no new homeowners since the last meeting. A Welcome Packet⁸ was presented by Rachel. It is a booklet that will be distributed to new homeowners. Some of the information will be on the website. Susan will prepare some for Rachel to distribute.

ACC Report – Ynette reported that the only issue that has been addressed was concerning solar panels. The work request was approved, and the work has been completed. Another member requested fence approval some time ago, but that has been dropped for now due to the homeowner's declining health.

Website Report – Lavinda reported that the website is up and running. She will work with Susan to ensure that board minutes and treasurer's reports are up to date.

Entrance Signs & Walkway Lights Update – Abe is working on lighting for the walkways in the common areas. That includes the walkway between Napa & Burgundy, the walkway on Barossa, and the Cul de sac at the end of Burgundy, going out onto Sunnyside. He is getting bids to install motion detected lights.

Events & Activities Update – Rachel is working on signage for the May 2026 garage sale. Susan will get the signs that we do have to her, and she will get pricing for banners.

Committee Assignment. The board discussed the standing committees and who is working on each:

ACC – Architectural Control Committee – **Ynette Marx**, Susan West, Anne Mitchell, Brent Thompson, Linda Hawley, & Lana Bowman-Tratar have been serving on this committee.

Compliance Committee – [REDACTED] is moving and will not be available for this committee.

Website Committee – **Lavinda Hedman** does not need additional support. She is working with Susan to get the monthly board meeting minutes and treasurer's report posted.

Events & Activities Committee - **Rachel Hoy is chair**, Michele Dominguez, Tom Jones, & Pat Haefner have indicated willingness to serve.

Landscape & Property Committee – **John Cleveland**. Michele Dominguez, & Pat Haefner have indicated willingness to serve.

⁷ Proposed Policy Concerning Rental Properties

⁸ Welcome Packet

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Communications Committee – The board decided that this should be a function of the entire board. Any time there is a message that needs to be to get out, one board member will be assigned to prepare the message and Susan will distribute it through ManageCasa.

Holiday Decorations Committee – The board has selected four holidays that it would like to decorate the entrances. The decorations are at Susan Dewey's home.

4th of July - Tom Jones & Margaret Brooks have volunteered for this holiday.

Memorial Day –

Veterans' Day –

Christmas -

The Board would like to solicit volunteers to put up these decorations. Suggestions are welcome.

It was noted that the holiday lights are still on. Top Tier has not given a date as to when they are going to be taken down. The consensus was to leave them on for a while longer.

The next Board Meeting will be February 10, 2026 at 6:30 at Susan's home.