

Meeting Summary October 21st, 2025

Quick recap

The meeting focused on planning and logistics for an upcoming annual meeting, including room bookings, scheduling, and preparing guidelines for homeowners and renters. Board members discussed various administrative matters, including reimbursement of expenses, pending special assessment-related tasks, and the need to improve communication and task management. The conversation ended with discussions about bookkeeper services and fees, as well as the transfer of responsibilities to new board members.

Next steps

- Patricia: Submit reimbursement receipt for \$5.80 to Sundar
- Jim: Submit reimbursement receipt for approximately \$20 to Sundar this week
- Montgomery WEST HOA: Submit reimbursement receipt for \$40 for the room booking to Sundar
- Montgomery WEST HOA: Submit the previously unreimbursed receipt of \$65.35(certified mail \$9.85 and room reservation \$55 from last year) to Sundar
- Discuss and divide tasks for writing letters to the lawyer before the annual meeting
- Patricia: Create a one-page guidelines/friendly reminders document for homeowners and renters before the annual meeting
- Jim: Send violation letters to homeowners with violations within the next week
- Jim: Conduct follow-up inspection approximately 2 weeks after sending violation letters
- Montgomery WEST HOA: Discuss with Sundar about Susanna's fee increase request and clarify the bookkeeper's current responsibilities and workload
- Bijay: Apply to the board
- Montgomery WEST HOA: Pass PO Box keys, printer, stamps, and additional signs to Patricia
- Montgomery WEST HOA: Post approved minutes from last meeting on the HOA website

Summary

Annual Meeting Logistics and Planning

The meeting began with Montgomery West HOA and Patricia discussing the logistics for an upcoming annual meeting, including room booking and scheduling. They agreed to start early for preparation and end by 8:45 PM, allowing time for cleanup. Montgomery expressed a desire to improve communication and task management with Patricia to ensure better coordination. The group confirmed that at least three members, including Kate, Patricia and Jim, were present to conduct the meeting. The board mentioned that the annual meeting would focus on future planning and

elections, and planned to review the agenda and AI-generated minutes for the previous meeting to ensure accuracy before posting them online.

Board Approves Expenses and Guidelines

The board approved the minutes from the previous meeting and discussed reimbursing expenses. Jim and Patricia agreed to submit their receipts for reimbursement. Kate reserved a room for the annual meeting and submitted some receipts, but noted that others had not been reimbursed. They discussed pending tasks related to a special assessment determination, unused land, and letters to a neighboring HOA. Montgomery and Patricia agreed to coordinate communication with the lawyer regarding these matters. The board also decided to create a concise set of guidelines for homeowners and renters, addressing common issues such as trash accumulation and noise, before the annual meeting.

Association Guidelines and Meeting Plans

The board discussed creating one-page guidelines for their association, based on existing documents and referencing guidelines. Board with creating these guidelines, aiming to present them at the annual meeting. They also discussed the QuickBooks login issues Jim was facing, which remained unresolved. The Board confirmed the yearly meeting schedule for November 11th, with board members meeting at 6:30 PM to prepare for the 7 PM general meeting. They planned to record the meeting using Montgomery's computer and AI transcription, with the meeting expected to conclude by 8:45 PM.

Neighborhood Violations and Fee Updates

AERC officer Jim discussed the upcoming bailouts due the next day, with Jim handling the secretary position and redirecting emails to Pia Fuller for nominations. Jim reported on a neighborhood inspection that found 35 violations, including garbage issues, with follow-up letters planned within a week and potential fines for persistent violators. Montgomery emphasized the importance of addressing violations to maintain a respectful community. The conversation ended with a discussion about Susanna Rupsie's request for a \$100 fee increase (per quarter, which would raise her quarterly fee to \$750.

Bookkeeper Services and Role Transition

The board discussed concerns about the bookkeeper's services and fees, with Bijay offering to take over the treasurer role for free if given a detailed list of responsibilities. Montgomery confirmed the bookkeeper handles approximately 200 transactions per quarter, and the board agreed to consult with Sundar about the bookkeeper's current fees and services. The conversation ended with Montgomery transferring the PO Box keys, the printer, and the stamps to Patricia Page, a vice president.