

North End Townhome HOA Board Meeting
BOARD MEETING MINUTES
Tuesday, December 2, 2025
Zoom Meeting

Present:

Sandy Neville, President, 2110 D
Keenan Haga, Vice President, 2260 D
Sandy Waller, Secretary/Treasurer, 2270 A
Rebecca Ryan, 2235 A
David & Susan Hobart, 2226 C
Anne Skamorock, 2164 B
Hillary Skellon, 2146 B
Dave Waller, 2270 A

Dan Anderson, HOA Manager, Metro Property Management

Meeting Called to Order at 6:59 PM

Quorum Established – 3 of 3 directors present

- I. Approval of Agenda; Disclosure of Conflicts of Interest
 - a. Agenda approved; No conflicts of interest
- II. No Special Guests
- III. Approved August 28, 2025, and November 12, 2025 minutes
- IV. Approved Financials for August, September, October 2025 pending final audit
 - a. Sandy Neville reviewed major budget variances (building maintenance, irrigation repairs, insurance)
- V. Ratified Previously Approved On-Going Business Items
 - a. ECC Extra Work, Three Exterior Misc Building Repairs, Oct - APPROVED
 - b. Network Insurance Agency, One Year Renewal, 11/1/25 – APPROVED

- c. New Grill and Open Flame Policy – APPROVED during special board meeting on November 12, 2025
 - i. Reviewed the policy for the benefit of the new homeowners
 - ii. No information received to date from new insurance company about the acceptability of our grill policy

- VI. Dan Anderson presented the Property Manager’s Report
 - a. Prepared financial statements, reviewed aging report, payables & invoices
 - b. Worked with Board and vendors on site projects
 - c. Responded to calls and emails from Homeowners, Board, Vendors, Realtors, Master HOA
 - d. Attended 2026 Annual Budget Planning work session
 - e. Confirmed all projects are complete
 - f. Reserve Study bid approved in March; Received two drafts, draft will be modified to reflect how HOA operates
 - g. Received irrigation map from New Era. Need decision on how to manage tree lawn received from Master HOA
 - i. Keenan shared that we need to bill back the Master for the irrigation water we are paying on their behalf

- VII. On-Going Business
 - a. Approved Metro Property Management 2026 Contract Renewal,
 - i. 5% cost of living increase requested

- VIII. Homeowner’s Forum
 - a. Dan clarified who is responsible for leaking windows

- IX. Next Quarterly Board Meeting in March TBD

Meeting Adjourned at 7:17 PM

Minutes Submitted by:
Sandy Waller