



**Cheltenham Homeowner's Association
HOA Board Meeting
September 21, 2021, 5:30 P.M.**

Minutes

1. Roll Call:
 - a. Board Members:
 - i. Jim Lauritzen
 - ii. Nancy Humphries
 - iii. Crosby Humphries
 - b. WEB Properties:
 - i. Ron White
2. Proof of Notice of Meeting or waiver of notice
 - a. Notice waived.
3. Reading of minutes of preceding meeting
 - a. August Board Meeting minutes sent via email for approval.
4. Reports of Officers
 - a. None at this time.
5. Reports of Committees
 - a. None at this time.
6. Election of Board Members (if necessary)
 - a. Not necessary
7. Unfinished Business
 - a. Election of Officers – The Board volunteered for the following positions
 - i. President – Jim Lauritzen
 - ii. Vice President - Unfilled
 - iii. Secretary – Crosby Humphries
 - iv. Treasurer – Nancy Humphries
 - b. Date for Annual Meeting
 - i. Tentatively November 3 via Zoom
 - ii. Agenda to include introduction of Board, changes this year, presentation of 2022 budget (to be sent at least two weeks prior to meeting along with ballot), and formal ratification of budget, open floor discussion.
 - c. 2022 Budget Draft
 - i. Ron will send a comparison to 2021 estimate next week

1. Board will review, make any necessary changes and then formally adopt the budget prior to sending to owners.
 - d. Communicating with homeowners
 - i. Ron to draft email for Board review
 1. Notifying of new Board members
 2. Outlining typical items observed during drive-throughs and process for notifying residents and following up
 3. ARC requirements
 4. Upcoming Annual Meeting
8. New Business
 - a. Reinstatement of Late Fees & Interest, as allowed by State (board approved)
 - b. Paying for Strong & Cannon irrigation from reserves – Send invoice and authorization to pay from reserves
 - c. Next meeting date October 11 – Adopt budget
 - d. Ron to research requirements to revise CC&Rs
9. Adjournment – 6:30 P.M.