

**Meeting Minutes for
Meeting 75 (Q4, 2021)**

Meeting Date: **October 18, 2021**
Meeting Time: **6:30pm**

	Name	E-mail Address	Phone
*	JH – John Huang	jch22030@gmail.com	
*	MP – Marc Price	marcsprice@yahoo.com	
*	SK – Shree Kandel	skandel7@gmail.com	
*	SM – Sunil Monga	Sunil@infogateway.com	
*	TR – Tom Roth-Roffy	Trothroffy@gmail.com	

Resolved Action Items:

Responsibility	Discussion #	Description	Issued	Done
ALL	1.1	Plan for annual meeting (virtual) and elections. UPDATE: The annual meeting was held on September 30.	6/7/21	9/30/21

Open Action Items:

Responsibility	Discussion #	Description	Issued	Due
ALL	2.1	Revisit discussions on community sign. We are financially able to move forward with this initiative if desired as a one year or two year budget plan with existing funding. UPDATE: Plans for a community sign have been put on hold until there is further clarity with updates to Route 29 and the impact on common ground and sound proofing.	6/7/21	Q4 2022

New Agenda Items:

Responsibility	Discussion #	Description	Issued	Due
ALL	3.1	Elect Officer positions (President, Vice President, Treasurer, Secretary) UPDATE: Marc was elected President, John Vice President, Tom Treasurer, and Shree Secretary. Sunil will transfer community archival records to Shree with the new position. This action can be closed .	10/18/21	10/25/21
MP	3.2	Provide copy of 2020 Taxes for Estates at Fairfax to new Secretary UPDATE: Marc will provide a copy of this to Shree.	10/18/21	10/25/21
TR	3.3	Review current financial status of HOA/community UPDATE: Tom provided an update based on our September financials. The community budget is in good health but must accommodate changes in the upcoming budget to reflect the pipestem reserve schedule recommended in our reserve study. This action can be closed .	10/18/21	10/25/21
TR	3.4	Review and approve proposal for grounds keeping of the common area UPDATE: The grounds proposal was approved, pending a typo – and Tom will work with SFMC to sign and execute the two-year contract.	10/18/21	10/25/21
TR	3.5	Review and approve proposal for snow removal in the pipestem UPDATE: The pipestem snow removal contract was approved – and Tom will work with SFMC to sign and execute the three-year contract.	10/18/21	10/25/21
TR	3.6	Review and approve 2022 community budget UPDATE: The Board recommends maintaining current levels of funding for the general and operating reserve. Modifications were discussed and agreed, and Tom will work with Leslie to provide a new budget for final approval.	10/18/21	10/25/21
ALL	3.7	Issues / Questions / Walk-ons UPDATE: None	10/18/21	10/18/21