

Park East Square Homeowners Association
MONTHLY BOARD MEETING MINUTES

March 10, 2026 via Virtual Meeting

Call to Order. The monthly Board meeting was called to order by Greg, President. A quorum of the Board was present: Greg (President), Steve (Vice President), Mark Liebendorfer (Treasurer), and Roxanne Royce (Secretary). Ruli (Board Member) was not present. Additional attendees were as follows: Ardele Anderson, Christiane Audi, Lois Bennett, Isabella Cobble, Servane Demol, Karen Fassler, Elizabeth Friess, David Longemecker, Mary Newell, Wayne Newell, Sophia Rubaii, (4217C), Wayne Schroeder, Mike Slaughter (4217C), Rene Sotola, Ivette Visbval, Martin Walter

Ratification of Previous Meeting Minutes. On a motion made by Greg and seconded by Mark, the Board unanimously approved the January and February 2026 Board meeting minutes (4-0).

Agenda Adjustment. Member questions were moved to the end of the meeting to be combined with the “What Can the Board Do for You?” section.

Facilities Manager’s Maintenance Report. Brent provided the report covering the following items:

- Notices were sent to 28 owners regarding upcoming siding and trim repairs; several walkthroughs were conducted with owners.
- Meter wall repair at Unit 4202A was completed in advance of a planned solar installation.
- A replacement condenser unit was installed for the Mr. Cool mini-split system in the maintenance shop; the system is now functioning properly.
- The pool opening and closing contract was signed with Mr. Pool.
- Seven of the oldest buildings require gutter replacement. A bid of \$10,900 was received. On a motion made by Greg and seconded by Mark, the Board unanimously approved the gutter replacement (4-0).
- Grounds maintenance included additional cleanup due to wind and seasonal pruning of bushes and dogwoods.
- A split rail fence between Units 1170 and 1176 was rebuilt following vehicle damage.
- Sewer line maintenance identified root intrusion near Unit 1179, likely from a maple tree; roots were removed and preventative treatment will be applied. Future removal of the tree may be considered in coordination with paving work.
- Garvin’s inspected buildings near the 1150 area ahead of paving work; no repairs were required prior to paving.

Photos from DCS have been saved and will be used to update the building repair report on the HOA website.

Administrator's Report. AI provided the financial report. As of the end of February 2026, operating cash was approximately \$101,000 and reserves totaled \$621,000, for total cash of \$721,968. Income was approximately \$25 ahead of budget year-to-date, and operating expenses were \$14,700 under budget, with some variance attributed to timing of upcoming expenses including building repairs and painting. Interest income was approximately \$90 below projections, but overall financials remain on track. Federal tax of \$612 and state tax of \$90 are owed; the Treasurer will coordinate payment with the accountant.

Old Business

Board Transition Plan: The Board discussed the transition from the previous Board. The Board agreed to create a simplified transition document that includes: categorized tasks, assigned responsible parties and target completion dates. It was clarified that former Board members may provide advice as homeowners but have no additional authority or obligation to participate in Board operations. Care should be taken to avoid the appearance of a "shadow board." It was noted that prior Board members refused to directly transition roles for "personal issues." Mark and Greg confirmed that former Board members are not required to communicate with current Board members for the transition. An owner noted that under CRNCA and CCIOA Association records belong to the Association. When the Secretary role changes, records must transfer to the incoming Secretary to enable fulfillment of fiduciary duties to keep accurate Association records

New Business

Spring Newsletter: The Board discussed preparation of the Spring Newsletter. Roxanne will take the lead, with assistance from Steve. One former Board member declined to assist with a particular Board member. Greg suggested acting as an intermediary and will work with that member to document the newsletter preparation process and share it with the Board.

Architectural Guidelines Review. Roxanne introduced concerns regarding the scope of authority under the Governing Documents, specifically Articles V and VIII. Article V primarily governs aesthetic standards and Article VIII allows regulation of property use only when related to nuisance, safety hazards, or misuse of common areas. Compliance and concerns were raised regarding certain functional restrictions in the Architectural Guidelines that may exceed the authority granted in the aforementioned sections of the Governing Documents. Discussion included the need to evaluate

items of the architectural rules which appear to not align with our Governing Documents and also how to incorporate homeowner input, while also seeking and considering maintenance and safety perspectives from Brent. Steve noted that architectural control policies were a key issue raised during the recent election and emphasized the importance of homeowner engagement. The Board discussed enforcement consistency and balancing maintenance, safety, fairness, and homeowner expectations. The Board agreed to consider a structured review process with homeowner input in future meetings. Greg supported further review but emphasized that this is currently a platform item.

Destruction and Retention of Corporate Records. The Board discussed the existing records retention policy developed with legal counsel, noting that requirements vary by record type and are published on the HOA website. It was noted that records which were scheduled for destruction were shredded by a former Board member in February after her term ended. Steve suggested changing the timing of future disposals to a date after the transition period to avoid former Board members shredding documents after their term ends, which in turn avoids the appearance of impropriety or questioning of intent. Greg confirmed that this would help with optics and suggested having it done in March. Rene raised concerns that portions of the records retention policy may not align with applicable legal requirements for pre-CCIOA communities. Greg acknowledged the feedback and stated he will consult with ACL to review the policy for compliance.

Adjournment. The meeting was adjourned. (Time not specified.)

Submitted by Roxanne Royce, Secretary