

# HALCYON RESIDENTIAL COMMUNITY ASSOCIATION MEETING MINUTES

## Agenda items

### I. Call to order

Kelly Darnell called the meeting to order at 2:30 PM

### II. Roll call

Robin Snow, Kelly Darnell and Cary Green were present

### III. Approval of last meeting's minutes

Previous meeting minutes approved via email

### IV. Old business

There was no old business to discuss

### V. New business

- Review of our relationship with Coulter & Sierra.
  - The Board agreed we are getting minimal advantages or this relationship and will not renew our agreement for 2025.
- Parking Policy & Process
  - Cary and Kelly will review the proposed policy and process previously provided by Robin and return final edits for review by this BoD.
  - Robin will obtain quotes for printing windshield violation stickers and mirror hang tags for owners' cars
  - Kelly will follow up with CMA and JLL to confirm owner car registration process and enforcement by Halcyon Security
  - Cary will draft a community announcement
- Community Signage
  - The Board approved purchasing and installing three different signs for the community regarding street parking, clubhouse parking and private use of the facilities.
  - Cary will get quotes to have these made/purchased
- Permanent Street Signs
  - Considering RocaPoint's refusal to install permanent street signs in the community, this Board agreed build in the cost of installing said signs in the 2025 budget.
  - Robin to obtain quotes for budgetary purposes
- 2025 Budget
  - CMA has committed to getting first draft of 2025 budgets by the end of July.
  - Kelly will follow up with CMA to assure on-time delivery.
  - Once obtained, this Board will reconvene to begin the editing process
- Fireplace and fire pit repairs
  - The cost of these will be put into the 2025 budget
- Ph treatments by Waller Group for turf have been approved by all four Associations
- First Aid Kit
  - The Board approved purchasing and installing a commercial first aid kit in the clubhouse kitchen; cost not to exceed \$150.00.
- Fencing along Clubhouse property and common area along Halcyon Garden drive at Whitman Walk intersection.

- Kelly will work with CMA to get quotes and build into 2025 budget
- Common property landscape improvements
  - Kelly will discuss with Waller Group and get estimates to build into 2025 budget
- Clubhouse lock and gate upgrade
  - Kelly will ask CMA to obtain quotes for 2025 budget
- Sprinkler repair
  - Waller Group is in process of repairing all common property sprinkler head and plumbing.

## VI. Discussion

- The Board discussed the current relationship with JLL/RocaPoint and decided to maintain the status quo for the time being. Kelly will be the primary contact for this Board.
- The Board discussed the 2025 budget process and agreed we would start with an “all in” approach to expenses for 2025 and then determine what may have to get moved to later years.
- The Board discussed the potential need for a special assessment in late summer of 2024 to cover end-of-year expenses including the December JLL invoice. This conversation will continue through and inform the 2025 budget process.

## VII. Adjournment

Meeting was adjourned at 4:25 PM

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Review of Parking policy and process	All	7/15/24	In progress
Windshield and hanging tag quotes	Robin	7/30/24	In progress
Follow-up with JLL and CMA to support parking process	Kelly	7/30/24	In progress
Parking announcement Draft	Cary	7/15/24	In progress
Community Signage quotes	Cary	7/30/24	In progress
Permanent Street Signs	Robin	8/15/24	In progress
Obtain 2025 draft budgets from CMA	Kelly	7/30/24	In progress
First aid Kit estimates	Cary	7/15/24	In progress
Additional fencing quotes	Kelly	8/15/24	In progress
Common property landscape improvements	Kelly	8/15/24	In progress
Clubhouse lock and gate upgrades	Robin	8/15/24	In progress



**Location:** Fuel Coffee Shop, Halcyon



**Date:** 7/10/24



**Time:** 2:30 PM