

**PROSPECT HOMESTEAD OWNERS' ASSOCIATION
BOARD MEETING MINUTES
FRIDAY, MAY 28, 2021 – 10:00 AM
VIA ZOOM**

Present: Erica Mueller
Andrew Arell
Lance Windel
Rob Harper, Toad Property Management
Nick Sledge, Toad Property Management
Beth Appleton, legal counsel

Rob called the meeting to order at 10:07 am and confirmed a quorum.

Andrew made a motion to approve the minutes of the December 8, 2020 meeting. Lance seconded the motion and it was unanimously approved.

Rob explained the purpose of the meeting was to obtain legal advice regarding the Association's governing documents from legal counsel, Beth Appleton, and to also discuss the draft Collections Policy distributed to the Board prior to the meeting.

At 10:08 am Erica made a motion to go into Executive Session to discuss matters with legal counsel. Andrew seconded the motion and it was unanimously approved.

At 11:17 am Lance made a motion to leave Executive Session. Andrew seconded the motion and it was unanimously approved.

Beth agreed to review a Collections Policy adopted in 2014 and update if necessary. It was unanimously agreed Beth would follow the Collections Policy and send a demand letter to an owner who was seriously delinquent on Association dues.

Rob said Bart Laemmel had not been able to gain access to a unit to inspect damage and Rob would continue to follow up with the owner.

It was unanimously agreed the Board would review the current Declaration of Protective Covenants and identify areas to be amended. Rob agreed to circulate the Declaration as a Google document to the Board for review and areas for amendment would be sent back to Rob by June 13, 2021. During the week of June 14, 2021 Beth would work on an Amendment to the Declaration of Protective Covenants and a Ballot. Beth confirmed the documents could be sent by email to owners and Toad would receive completed Ballots.

At 11:24 am Andrew made a motion to adjourn the meeting. Erica seconded the motion and it was unanimously approved.