

**CTPOA Board Meeting**  
**Monday, June 14, 2021 - 7:00 pm**

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**A quorum was present: Sandy Warren, Carolyn Anderson, John Briggs, Jeff Kaufmann, and Nick Penesis.** Absent: Shawn Bairstow and Chris Brown.

Agenda discussion items:

1) **Heritage Oaks (HO) townhome complex roofing covenant question:** HO wanted to know if they could break our covenant for purposes of investigating new roofing options for their complex to be done in the next 3-5 years.

Result: In reviewing this request with our attorney, the CTPOA Board unanimously agreed to adhere to the existing covenant since there are many single-family homes and other townhome complexes involved. This is seen by the Board as keeping to the overall communal appearance of the Country Towne area.

2) **Budget review:** As of June 14, eight (8) homeowners have still not paid their annual assessment of \$135 per our invoice sent via regular mail in January, which was due by April 1. Reminders were subsequently sent but 8 have still not paid. We have put liens on properties that have not paid for more than one year.

Result: Beginning in 2022, we will send 3 letters, drafts of which were sent to the Board members in advance of the meeting and approved at the meeting:

a) Letter #1: Goes out in early to mid-January notifying homeowners of the payment amount to be paid by April 1 of that year. Payment options will be provided.

b) Letter #2: If no payment is received as of mid-April of that year, a second letter will be sent to delinquent homeowners via certified mail. This second letter will give them notice to pay the amount within 30 days, subject to a \$10 per month penalty, or a lien will be placed upon their property by our attorney and filed with Lake County. That lien remains in place until the debit is paid.

c) Letter #3: If no payment is received within 30 days of the mid-April mailing date of letter #2, a third and final notice will be sent via certified mail on or around July 1 of that year stating that we are filing a lien against the property that will include the unpaid amount and a \$10 per month penalty for every month the debt is unpaid. This letter also states that the lien stays in effect until the debt is paid.

3) **Country Towne Woods Landscaping:** CTPOA was notified about a potential encampment in the woods behind Pickwick Townhomes and along Homestead Road and the sidewalk to Woodland Hills townhomes. The President and Treasurer toured these woods and it was decided that we need to clean up the fallen debris in there as

well as remove the landscape waste that has been dumped in there by surrounding residents. In view of the large scope of the problem and the likely cost involved to clean it up to make it safe, it will not be a project that can be done in one year but rather have to be spread out. The President will solicit bids from various landscaping companies.

4) **Solar light on our sign not working:** It was noticed that the solar spotlight on our sign on the south side of the complex is not working. It was also noted that the sign is looking rather dilapidated and will be repainted. If the existing light cannot be fixed, we will replace it.

Meeting adjourned at 8:30 pm.