



Tuscan Valley Estates Homeowners Association Board of Directors Meeting Saturday, November 20, 2021

Opening

The regular meeting of the Tuscan Valley Estates Homeowners Association Board of Directors was called to order at 2:00 p.m. on Saturday, November 20, 2021, at the home of Ray Meyer - 209 Tuscan Valley Cir, Arnold, Missouri.

Present

Board Directors: Ray Meyer, Dave Wasem, and Mark Jones.

Approval of Agenda

There was no formal approval of the agenda for this first meeting of the Board of Directors.

Approval of Minutes

This was the first meeting of the new Board. There were no minutes of previous meetings to be approved.

Open Issues

n/a

New Business

1. **Election of Officers.** The Officers were elected as follows for one year:

- President – Dave Wasem (1 year remaining in term)
- Vice President – Ray Meyer (2 years remaining in term)
- Secretary – Mark Jones (3 years remaining in term)
- Treasurer – EHP Management Co (Duties already being performed, included in monthly fee)

2. **2022 Budget.** The 2022 budget for the Association was discussed and approved with modifications from the recommendations provided by EHP Management Co (EHP).

Action Items: Mark will perfect and forward the revised, approved budget to the Board and to EHP, along with these meeting minutes, to be mailed to Members of the Association. Both will also be posted on the Association website.

3. **Website and Domain Name.** The Board approved the securing of the domain name TuscanValleyEstates.org. The Board also approved the securing of web hosting services. Mark will design the site and post content on a volunteer basis.

Action Items: Domain name and first year web hosting to be purchased by Mark Jones and reimbursed by the Association.

4. **Board Contact Information to Jefferson County.** Julie Pillen at the Jefferson County Department of Public Works requested contact information for the Association's Board members. This will allow the County to inform the Board when they have completed the review of taking over our streets and



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have made a determination. This is still in the review process. The County has not yet agreed to take over the Association's street maintenance.

Action Items: Mark Jones will provide Board member names, email addresses, phone numbers and Board positions to Julie Pillen at the Jefferson County Department of Public Works.

5. **Trash Company Bids.** Dave Wasem informed the Board of the bidding process results for selecting a single trash collection company for the Association. Utilizing a single company will reduce the number of large trash trucks on the subdivision streets each week, minimizing the damage to the streets caused by these heavy trucks.
 - a. Bob's went out of business
 - b. Allied is not accepting new customers.
 - c. Republic quoted a rate of \$74.75/quarter (\$24.25/month). They will not accept yard waste.
 - d. Waste Management quoted \$26.11/month, with 3 months paid up front. Recycling is \$6 extra per month. No yard waste is accepted.
 - e. American Eagle quoted \$20/month, billed quarterly. Recycling is \$10 extra per month. You can use your own trash can or rent a 96 gallon can for \$4/month. There is a 2 can limit per pickup. The first 3 months must be paid in advance.
 - **Extra charges apply for:** Bulky Waste: All furniture, patio furniture, mattress, box springs, televisions, large toys, exercise equip., etc. Depends on the size of the item. Call for a quote.
 - **Extra charges apply for:** Yard Waste: Grass clippings, leaves, branches/limbs (should not be longer than 4' and no wider than 5" in diameter and bundled if not in a yard bag or container). A 10 bag/container or bundle limit per week. Call for a quote.

The Board selected American Eagle as the provider, effective March 1, 2022. This will allow time for the Members to be notified of this new requirement, so they do not pay for services with other waste management companies that would overlap with the new service in March.

Action Items:

1. Dave will get the details from American Eagle on how Members can begin service with them (special account numbers or codes to reference to get this deal) and provide that information to the Board so it can be communicated to the Members.
 2. The Board will draft an amendment to the Indentures to provide this authority to the Board. No current Indenture addresses this issue in a manner that can simply be clarified with new a Board regulation. Since this was a top request from Members at the November 17th meeting, this should not be a problem.
6. **Grass Cutting Bids.** While the current landscaping company, Kyle's Landscaping, has done a fine job, the Board agreed that it would be prudent to get bids from other companies as well for the cutting of the common ground grass.

Action Items: Ray will request bids from Kyle's Landscaping and Daniel Hernandez.



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7. **Snow Removal Bids.** We will need snow removal services this season. It was agreed that even after Jefferson County takes over the maintenance of our streets, it would be wise to have a snow removal company available to plow our streets, if the county is too slow to clear our streets.

Action Items: Ray will request bids from Tom Kiefer, Kyle's Landscaping and Daniel Hernandez.

8. **HOA Management Company.** It was decided to sign a one-year agreement with EHP Management Company for HOA management services, at the flat rate of \$300 per month specified in the contract provided to the Association. As a result, the Board will not pursue establishing a separate bank account or PO Box for the Association at this time.

Action Items: The Board will sign the contract and forward to EHP for signature.

9. **Streetlights.** Several Members voiced a desire to have a streetlight added by the mailboxes for safety. Additionally, it was requested that the streetlight be moved from a Member's property to the common ground in the cul-de-sac circle at the top of the hill, as was the original plan. This is the location of the streetlight in the lower circle. Finally, the Board would like to investigate having all streetlights converted to LED. This will provide brighter light at a lower cost.

Action Items:

1. Ray will get pricing from Ameren for adding a streetlight at the mailboxes.
2. Ray will get pricing to have the streetlight moved from the Member's yard to the middle of the upper cul-de-sac.
3. Ray will get pricing for converting all streetlights to LED.

10. **Speed Limit.** Mark recommended working with the Jefferson County Sheriff's Office to get recommendations for a speed limit for the subdivision, and then posting a sign at the entrance of the subdivision.

Action Items: Mark will contact the Sheriff's Office and get this process going.

11. **Street Parking.** A safety concern mentioned by several Members at the November 17th meeting was the parking of vehicles on both sides of the street directly across from each other. This makes it difficult for vehicles to safely navigate through the opening. There is also a concern that emergency vehicles will be delayed or prevented from reaching those in need of emergency services. This would also affect our ability to have the streets cleared of snow.

Action Items:

1. The Board will include a mention of this in the next communication to Members.
2. The Board will also bring this up at the special meeting to amend the Indentures.

12. **Exhibit A.** Mark asked if Ray or Dave had a copy of "Exhibit A" or "The Act" referenced in the Indentures. Neither did. EHP had no copy of these either.

Action Items: Mark will ask Jefferson County Recorder of Deeds for a copy of these items if they exist.



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13. **Trespassers.** We need to get a boundary survey of all Association common ground, with permanent markings, and then spray paint purple on the perimeter trees.

Action Items:

1. Mark to get quotes for the boundary survey and present to the Board for vendor selection.
2. Ray and Dave to paint purple markings on trees afterward.

14. **Special Meeting of Members.** The Board will send notice for a special meeting of the Association Members for after January 1, 2022, at a date, time, and location still to be determined. The agenda for this meeting will be to vote on the revision of the Indentures and By Laws, as discussed at the inaugural meeting of the Association Members on November 17, 2021.

In the next written communication to the Members, the Board will ask Members to submit Indentures they would like to remove, add and/or modify, along with a justification for the requested changes. A deadline will be given for this submission. Once the deadline is reached, the Board will see which changes received the most requests, and then call special meetings with the individuals who requested the changes to work through the details of the proposed amendments. This will allow the Board to come to the special meeting for the Association with a list of Amendments already prepared, so the discussion can be productive and time efficient.

This amending of the Indentures and By Laws will include a full replacement of both documents, correcting inaccuracies, etc.

Action Items:

1. The Board will determine a date for the special Association Member meeting.
2. Mark will draft the communication to Members, review with the other Board members, make necessary revisions, and have the communication mailed by EHP.

15. **Indenture Violations:** There have been several Members who have made changes to the exterior of their lot without approval from the Board. The Board agreed to extend forgiveness to those who follow a process to submit their external lot changes now. Moving forward, any Members violating the approval process will be fined \$100 and may be required to revert unapproved changes back to their original state.

Action Items:

1. Mark will draft an email to be sent to Members and mailed with the next mailing. This will request everyone to send us written approvals for any exterior changes to their lot. We will also request anyone who did not seek approval to send us photos of their improvements and request approvals to be recorded during this grace period. These communications will also make everyone aware of the new regulation regarding fines for those who violate the approval process.

Agenda for Next Meeting

1. Review the status of action items from the November 20, 2021 Board meeting.
2. Review all submitted Indenture changes requested for the special Association meeting.



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Adjournment

Meeting was adjourned at 4:00 p.m. by Dave Wasem. The next general meeting date, time and location is TBD.

Minutes submitted by:

Mark Jones, Board Secretary

Approved by:

Dave Wasem, Board President

Ray Meyer, Board Vice President

Mark Jones, Board Secretary