



Homeowners Association Board of Directors Meeting Minutes

2025-12-03

1.0 Meeting Information

Meeting Date	Wednesday 12/03/2025
Meeting Time	5:00 to 7:00 PM
Location	311 Hampton Ridge Dr
Attendance	President: Joe Knoernschild Treasurer: Jason Fallon Secretary: Jim Miller
Agenda	Procedure Minutes Financials IPM Contract Letter to Neighborhood Meeting in January Amanda Hogan

2.0 Attachments

IPM Contract

3.0 Meeting Minutes

3.1 Procedure - A Motion to Vote passed and the Vote was 3-0 approving the following:

All agenda items will be discussed first and afterwards any director may bring up any other issue in the remaining time. The meeting's will use a subset of motions found in Robert's Rules of Order: Motion to Table, Motion to Vote, and Motion to Amend. All motions require a person to 2nd them in order to pass and motions to vote are followed by a vote, which requires 2 "Yah" or "yes" votes to pass (per Bylaws).

3.2 Minutes – A Motion to Vote passed and the Vote was 3-0 approving the following:

The board will agree on a summary of the discussion for all discussions that receive a passed Motion, with the purpose being to ensure everyone leaves the meeting with the same understanding of events. The summary will be posted in the minutes. Meeting minutes will not record the names of the members in relation to votes, motions, or general discussion.

3.3 Financials - A Motion to Vote passed and the Vote was 3-0 approving the following:

The Treasurer would be responsible for gaining full understanding of the current financial situation of the HOA as stated in the covenants. The treasurer will contact IPM to obtain an export of the financials in excel, dating back to time of hire, as well as backup copy of whatever program IPM uses. The President



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will request a full backup copy of the West Hampton Woods HOA files costing \$100 per the IPM Contract.

3.4 IPM Contract - A Motion to Table to next meeting passed on the following:

Areas of concern within the contract were discussed. It was agreed that further investigation and discovery into the financials were necessary to continue the discussion.

3.5 Letter to Neighborhood – A Motion to Table until draft letter written passed on the following:

A letter to the members is needed to explain who the current board is, when the January Meeting will take place inclusive of Webex Information, and request members to provide email and phone information to be added to the new member list. President will draft the letter and provide to directors as soon as possible. A very short phone meeting will be conducted to review and approve the letter prior to mailing it.

3.6 Meeting in January – A Motion to Vote passed and the Vote was 3-0 approving the following:

The January meeting will be conducted via Webex. The overall format will be a question and answer session for members of the HOA. A Motion to Table the Agenda passed.

3.7 Amanda Hogan - A Motion to Table to next meeting passed on the following:

Further investigation and discovery is necessary to understand the situation. Directors will review original Covenants and all Amendments, measure other fences in the neighborhood to see if any are above 48", Covenant requirement, speak to the current attorney presiding over the Lawsuit scheduled to go to Bench Trial on 12/16/2025, investigate and obtain bids from other attorney's to represent the HOA in review of the Covenants.

4.0 Next Board Meeting

Monday, Dec 8th or Wednesday, Dec 10th 2025