



# Homeowners Association Board of Directors Meeting Minutes

01/12/2026

## 1.0 Meeting Information

Meeting Date	Monday January 12, 2026
Meeting Time	5:00 PM to 7:30 PM
Location	311 Hampton Ridge Dr
Attendance	President: Joe Knoernschild Treasurer: Jason Fallon Secretary: Jim Miller
Agenda	Board@whwhoa.org Release of Information Lawyer Community Financials Transition Update Community Financials Welcome letter and member Dues Mailings (us) Financials Update Files/keys from previous board Maintenance Bids Update

## 2.0 Attachments

None

## 3.0 Meeting Minutes

### 3.1 Board@whwhoa.org – A Motion to Vote passed & the Vote was 3-0 approving the following:

[Board@whwhoa.org](mailto:Board@whwhoa.org) will be managed through the domain purchased and hosted by Joe Knoernschild instead of paying for an Office 365 Business Basic license. Office 365 provides the ability to create a distribution list to forward email to the board members using the whwhoa.org domain; however, that is not free and managing the distribution list is very complex and most people won't know how to manage it. Using the free hosting that Joe Knoernschild is providing is a zero cost option for the HOA and can easily be updated by Joe Knoernschild for future board email addresses.

### 3.2 Release of Information – A Motion to Vote passed & the Vote was 3-0 approving the following:

In an effort to be as transparent with the HOA members as possible, the HOA Board will be posting the Community Financials Contract, Pool Contract, and future vendor contracts to the whwhoa.org website. Further, this information will be published using Community Financials SmartWebs. MO State Law requires that all information be provided upon request but our Board members would like members to have access to the information without having to request it.



# Homeowners Association Board of Directors Meeting Minutes

01/12/2026

### **3.3 Lawyer – Executive Session**

The board convened an Executive Session to discuss the attorney matters. Two motions to vote passed and the votes passed 3-0. The following two matters were decided:

1. The board will hire The Elia M. Ellis, LLC Law Firm. Once WHW HOA has received the remaining funds from IPM, the \$2,500 retainer will be paid to the Law Firm.
2. The board established the following priorities of focus for the attorney
  - a. Open lawsuits
  - b. Review IPM's usage of fines instead of liens
  - c. Increase understanding of the election process
  - d. Review August 2025 annual report filing
  - e. Review 2025 Covenant Amendments
  - f. Determine what board responsibilities can be assigned to a management company
  - g. Review enforceability of the current Covenants

### **3.4 Community Financials Transition Update – A Motion to Table passed**

The following actions were taken:

1. President:
  - a. Work with St. Charles County on the Aquatic License bill that IPM failed to pay for which the HOA was assessed a late fee. It was suggested by the board that St. Charles should create a new license for the HOA since many of the fields cannot be modified and still point to IPM.
2. Treasurer:
  - a. Review ledgers provided by IPM; the rest of this discussion was captured in the Executive Session.
  - b. Follow-up with IPM to determine when we can pick up our files as well as when we will have our funds. The Secretary will be near IPM's location on Thursday and pick up the files then if available.
3. All Board Members:
  - a. Log into the accounts setup for us by Community Financials

### **3.5 Community Financials Welcome letter and member Dues Mailings (us) – A Motion to Vote passed & the Vote was 3-0 approving the following:**

President will bounce the IPM member list containing email addresses against the up to date member list eliminating the email addresses found to be wrong. President and Treasurer will split the remaining list and send an email to all email addresses requesting the owner of the address to verify name, address and phone number as well as provide preference of communication (email, mail, both) and provide a second email/phone for spouse. The goal is to verify all email addresses so that Community Financials can create accounts for all members offering them the ability to pay online and access SmartWebs.

President will purchase a box of envelopes and ream of paper for printing of the upcoming mailing to be reimbursed by the HOA. Using already volunteered members, the Community Financials Welcome Letter and members dues notice will be printed and mailed using stamps.com for the postage. The goal will be to



# Homeowners Association Board of Directors Meeting Minutes

01/12/2026

get these printed and mailed by Friday January 16, 2026 but if not doable, they will be mailed by Friday January 23, 2026. The dues will be due per the Covenants on March 1, 2026 but the board has agreed to provide a grace period of at least 1 month to cover the late mailings.

### **3.6 Financials Update – A Motion to Table passed**

IPM still has not provided the documentation promised and the Treasurer has no information to analyze or make any determinations from. This has been tabled to the next meeting.

### **3.7 Files/Keys From Previous Board – A Motion to Vote passed & the Vote was 3-0 approving the following:**

The Pool Company has moved all their equipment from the pool storage closet to the bathrooms; remaining items are either garbage or HOA equipment. Board will request the Pool Company to create a copy of the key to the pool storage closet.

The Secretary will:

- Contact Joey Dunlap for the keys in his possession
- Work to get the records from Lesley Geldrich
- Sort through the pool storage closet to determine what is garbage and what should be retained
- Work to organize the pool storage closet using shelves or some other manner to ensure easy access to the pool company's and HOA's equipment
- Move pond pump to pool storage closet

### **3.8 Maintenance Bids Update – A Motion to Table passed**

The pool company has provided a quote to replace the tiles in the pool. The board will obtain other quotes once the pool cover has been removed and can easily be assessed by other companies. It has been suggested that the work be performed in the fall after pool season has closed so as not to disrupt the HOA member usage of the pool.

Runyan has provided a landscape maintenance bid for 2026 and the two other bidders are still working on their bids. Once all bids have been received, the board will review the bids all together.

The Treasurer will reach out to two women volunteers to ask one of them to retain access to the pool camera should footage need to be pulled. The President will reach out to Gloria Miller to see if she would be willing to also have access to the pool camera. This will provide two contacts should footage be needed.

### **4.0 Next Meeting**

Monday January 19, 2026 from 5:30 PM to 7:00 PM.