



COVES PHASE II

PROPERTY OWNERS ASSOCIATION

www.covestwo.com – covestwo@gmail.com

Board of Directors Virtual Meeting December 2, 2020 – 6:00 p.m.

AGENDA

Call to Order: President Paxton

Roll Call: President: Kristifier Paxton
Vice President: Houston Murillo
Treasurer: John Gay
Secretary: Denise Corbin
At-Large Position: Kylie Helmick

Approval of November 4, 2020 Virtual Board Meeting Minutes

Financial Report

Old Business:

1. Resolution 2020-002 Reimburses of Funds – Kristifier Paxton
2. Resolution 2020-009 Reimbursement of Funds – John Gay

New Business:

1. Resolution 2020-010 Establishment of 2021 POA Dues

Announcements

Adjournment



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Board of Directors Virtual Meeting

November 4, 2020

Minutes

President Kristifier Paxton called the virtual meeting to order at 6:02 p.m. on November 4, 2020.

Roll call was taken with President Paxton, Vice President Houston Murillo, Treasurer John Gay and Secretary Denise Corbin logged in. At large representative Kylie Helmick was excused.

President Paxton announced that as of this date (November 4, 2020) the Board was official and the contract with HOA Solutions is terminated.

The minutes of the October 4, 2020 virtual special meeting were posted on the Coves II website and were not read aloud at this time. Vice President Murillo made a motion to approve the minutes as posted, with a second from Treasurer Gay. All present vote yes, motion passed.

Old Business: None

New Business:

1. Financial Report: Treasurer John Gay reported he has only received a preliminary financial report from HOA Solutions so is unable to provide a complete financial accounting at this meeting. He did report there is approximately \$15, 000.00 in the account.
2. Resolution 2020-008 Establishment of Privacy Policy: Resolution 2020-008 was read and discussed. After discussion Secretary Corbin made a motion to approve Resolution 2020-008, with a second from Vice President Murillo. All present vote yes, motion passed.
3. Resolution 2020-007 Establishment of Bank Account and Authorized Signatories: Resolution 2020-007 was read and discussed. During discussion it was recommended to add the specific names of the authorized signers along with their titles in Section 1. Treasurer John Gay made a motion to approve Resolution 2020-007 as amended, with a second from Secretary Corbin. All present vote yes, motion passed.
4. Resolution 2020-001 Resolution of Funds Policy: Resolution 2020-001 was read and discussion followed. Secretary Gay made a motion to approve 2020-001, with a second from Vice President Murillo. All present vote yes, motion passed.



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5. Resolution 2020-002 Reimbursement of POA Website & Forms Fees: President Paxton made a recommendation to table Resolution 2020-002 until the December meeting. Vice President Murillo made a motion to table Resolution 2020-001 until the December meeting, with a second from Secretary Corbin. Motion passed 3-0 with President Paxton recusing.
6. Resolution 2020-009 Reimbursement of Funds (ROF) John Gay legal Fees: Secretary Corbin made a motion to table Resolution 2020-009 until the December meeting, with a second from President Paxton. Motion passed 3-0 with Treasurer Gay recusing.
7. Resolution 2020-003 Establishment of Capital Improvements Program (CIP) Policy: Resolution 2020-003 was read and discussed. Following discussion Vice President Murillo made a motion to approve Resolution 2020-003 with a second from Treasurer Gay. All present vote yes, motion passed.
8. Resolution 2020-004 Pet Waster Disposal Stations: Resolution 2020-004 was read. Vice President Murillo made a motion to table Resolution 2020-004. Motion failed due to lack of second. Secretary Corbin made a motion to deny Resolution 2020-004, with a second from Treasurer Gay. Motion carried 3-1.
9. Resolution 2020-005 CIP Woolsey Trail Connection Easement: Vice President Murillo made a motion to table Resolution 2020-005 until the January 2021 meeting, with a second from Secretary Corbin. All present vote yes, motion passed.
10. Resolution 2020-006 Parking Policy and Map: Resolution 2020-006 was read and discussion followed. During discussion it was suggested that Section 5 be amended to \$25.00 and \$2,500.00. It was also discussed that if an owner of any lot is delinquent on POA dues, their rights to vote be forfeited until dues are current. This discussion was not part of Resolution and will be addressed at a future meeting. Treasurer Gay made a motion to approve Resolution 2020-006 as amended, with a second from Secretary Corbin. All present vote yes, motion passed.



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Announcements and Discussions

- The annual dues were discussed and various thoughts were presented. No motions were made and no action was taken regarding annual dues.
- There being no further business, Treasurer Gay made a motion to adjourn with a second from Secretary Corbin. All present vote yes, motion passed.

Meeting adjourned 7:36 p.m.

PASSED AND APPROVED on 12/02/2020

APPROVED:

ATTEST:

Kristifier Paxton, President

Denise Corbin, Secretary



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FILE NUMBER RES 2020-002

REIMBURSEMENT OF FUNDS – POA WEBSITE & FORMS FEES

WHEREAS, RES 2020-001 states in Section 1 that any reimbursement requires a copy of the receipt from any transaction attached to a Resolution for consideration to the Board of Directors for repayment. Said Resolution shall include a copy of said receipts as an attached Exhibit, and must be provided to the Secretary to hear at the next scheduled Board of Directors meeting. The Board of Directors reserves the right to deny, but are not obligated to deny, any reimbursement of funds that were not agreed upon prior to said payments being completed; and

WHEREAS, RES 2020-001 states in Section 2 that any individual reimbursement must be for the maintenance or organization of the POA to be shared among all members, limited to physical maintenance of common spaces by Owners or Directors or fees associated with digital or paper documentation, to include the POA website, software, and office supplies and/or equipment, which may be required in order to comply with requirements in the bylaws or covenants, or other fees that may be associated with normal operation of the POA; and

WHEREAS, RES 2020-001 states in Section 3 that any reimbursement must first be approved by the Board of Directors by Resolution prior to any purchase, unless said cost is a reoccurring Board Approved regular or required payments or for emergency maintenance or needs as approved by the President in writing; and

WHEREAS, RES 2020-001 states in Section 6 that reimbursement requests shall be submitted to the President or Treasurer and presented as an agenda item to the Secretary and placed on the next available agenda as a Resolution, and shall require a simple majority vote in favor to approve. Reimbursements to Directors require a recusal of the director involved in the reimbursement; and

WHEREAS, the President Director is a director involved in the reimbursement and shall recuse; and

WHEREAS, the reimbursement requested by the President is for the POA website, and associated fees.

NOW THEREFOR, BE IT RESOLVED BY THE BOARD OF DIRECTORS:

Section 1: Kristifier Paxton, Interim Representative for the POA Owners during the transition from Rausch Coleman's Board of Directors to the Owners' elected Board of Directors was tasked with the responsibility of organizing the POA and created the



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www.covestwo.com website using Hosting24.com services, with a fee totaling \$45.18. The receipt which has been provided and shall be maintained as a part of this record.

Section 2: Kristifier Paxton, Interim Representative for the POA Owners was also tasked with organizing methods to elect said Board of Directors, which required an upgrade in the capabilities of www.covestwo.com in order to organize and accept forms using the WPForms. The service from WPForms, being WPForms Basic, required a fee in the amount of \$31.60. The receipt which has been provided and shall be maintained as a part of this record.

Section 3: By approval of this Resolution, the Board authorizes the Treasurer to conduct a repayment of funds in the amount of \$76.78 (seventy-six dollars and seventy-eight cents), to be recorded by the Secretary in this record and reported by the Treasurer on the Expense Report page visible to all owners.

PASSED and APPROVED on 12/02/2020

APPROVED:

ATTEST:

Kristifier Paxton, President

Denise Corbin, Secretary



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9/8/2020

Gmail - Payment received



Kristoffer Paxton <covestwo@gmail.com>

Payment received

1 message

Hosting24 <support@hosting24.com>
Reply-To: support@hosting24.com
To: covestwo@gmail.com

Tue, Sep 8, 2020 at 9:50 PM

9/8/2020

Gmail - Payment received

DESCRIPTION
Total Amount 45.18 USD

[GO TO PANEL](#)

Have questions or need help? Our friendly success team is always ready to answer any questions you have. Just hit reply to this email or contact us using live chat in panel.

Thank you,

Team Hosting24

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HOSTING24



We've received your payment. Thanks!

Hey Coves!

We're so excited that you joined us. A big warm welcome goes from all Hosting24 family! Ready to start? Just visit your panel home.

Auto renewal option has been enabled for your services. To view all payments, print receipts, manage auto renewal or change your payment method just visit your [Billing Area](#).

DESCRIPTION

- Premium Shared Hosting
- SSL Certificate Activation
- Domain Registration covestwo.com

<https://mail.google.com/mail/u/0/?ui=618b7d0c32&view=pt&search=all&permthid=thread-F13A1677322940037277319&siml=msg-F13A16773229400...> 1/2

<https://mail.google.com/mail/u/0/?ui=618b7d0c32&view=pt&search=all&permthid=thread-F13A1677322940037277319&siml=msg-F13A16773229400...> 2/2



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9/19/2020

Gmail - [WPForms] Purchase Receipt



Kristifler Paxton <covestwo@gmail.com>

[WPForms] Purchase Receipt

1 message

WPForms <support@wpforms.com>
Reply-To: support@wpforms.com
To: covestwo@gmail.com

Sat, Sep 19, 2020 at 10:05 PM



Thanks so much for your purchase, Kristifler!

Your trust means the world to us, and we truly hope you love WPForms. If there's anything we can do to make you even happier, please let us know!

Your Receipt

September 19, 2020 at 11:04pm

License Type: WPForms Basic
Purchase Price: \$31.60 (reg. \$79.00/yr)
Payment Method: Credit Card
License Key: 67c1deb9212c94421e10a71ce8bd122b
Invoice #: 1000687 (Generate Invoice)
Email: covestwo@gmail.com

[Download WPForms Basic](#)

After downloading the plugin, you can follow our [Getting Started](#) guide to create your first form. We also have [tons of helpful tutorials](#) available to help you make the most of WPForms. As always, you can contact our

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Gmail - [WPForms] Purchase Receipt

amazing support team from your WPForms account for any questions you might have.

We can't wait to see all the amazing things you do with WPForms!

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FILE NUMBER RES 2020-009

REIMBURSEMENT OF FUNDS (ROF) JOHN GAY 2018 LEGAL FEES

WHEREAS, in the year 2018 John Gay spent personal money to pay for an attorney to receive control of the POA from Rausch-Coleman, and

WHEREAS, Rausch-Coleman refused to reimburse him for the expenses at the time, and

WHEREAS, John Gay was acting on behalf of all the property owners in Coves II, it is recommended that John Gay be reimbursed at this time for the expenses he incurred acting on behalf of the Property Owners.

NOW THEREFOR, BE IT RESOLVED BY THE BOARD OF DIRECTORS:

Section 1: John Gay may be reimbursed in the amount of \$325.00 to pay for the attorney fees incurred in 2018 on behalf of the property owners as shown within the attached Exhibit A.

PASSED and APPROVED on 12/02/2020

APPROVED:

ATTEST:

Kristifier Paxton, President

Denise Corbin, Secretary



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Alanna M. Fairrell, Attorney at Law

135 W Sunbridge Dr
Fayetteville, AR 72703

Invoice

Date	Invoice #
5/1/2018	803

Bill To
WC Coves II Attn: John Gay

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
0.5	2018.04.17 Meeting with John Gay Hourly Legal Work	195.00	97.50
0.16667	2018.04.24 call with Dana re POA Hourly Legal Work	195.00	32.50
0.41667	2018.04.26 Call with Josh Carson Hourly Legal Work	195.00	81.25
0.08333	2018.04.27 Call with John Gay Hourly Legal Work	195.00	16.25
0.25	2018.05.01 Review Bylaws of WC Coves II and Call with Josh Carson and Hourly Legal Work	195.00	48.75
0.25	2018.05.02 Emails with Josh Carson and Call with John Gay Hourly Legal Work	195.00	48.75
		Total	\$325.00



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FILE NUMBER RES 2020-010

REGULAR ASSESSMENT FOR 2021

WHEREAS, pursuant to the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE COVES II, A SUBDIVISION TO THE CITY OF FAYETTEVILLE, WASHINGTON COUNTY, ARKANSAS Section 3. Assessments. Part (a) Liens. states “Each Owner, except for Declarant, of any Lot, by the acceptance of a deed therefore, whether or not it shall be so expressed in such deed, covenants and agrees to pay the Association”; and

WHEREAS, pursuant to said Part (a) Liens, Subpart (i) states “Regular assessments or charges for maintenance, taxes and insurance on Common Properties as herein set forth and as established by the Association”; and

WHEREAS, pursuant to said Part (a) Liens, Subpart (ii) states “Special assessments for capital or other improvements or acquisitions, which assessments are to be established and collected as hereinafter provided”; and

WHEREAS, pursuant to said Part (a) Liens, Subpart (iii) states “Special individual assessments which may be levied against individual Lot Owners to reimburse the Association for extra costs for maintenance and repairs caused by the willful or negligent acts of the individual Owner, his family, guests, or invitees and not caused by ordinary wear and tear”; and

WHAEREAS, pursuant to said Part (a) Liens, Subpart (iv) states “Individual assessments and fines levied against individual Lot Owners for violation of rules and regulations pertaining to the Association and/or Common Properties”; and

WHAEREAS, pursuant to said Section 3. Assessments. Part (iv) states “The annual and special assessments, together with interest, costs and reasonable attorney’s fees required to collect the same, if any, shall be a continuing lien against the Lot owned by the party failing to make the payment as due. Assessments shall be made pursuant to the Bylaws of the Association”; and

WHAEREAS, pursuant to said Section 3. Assessments. (b) Purpose states “The assessments levied by the Board on behalf of the Association shall be used to promote and maintain the health, safety and welfare of the Members of the Association and in particular for the maintaining, improving and preserving in a good state of repair the entrances to the Subdivision and such other common areas which are maintained by the Association, whether owned by the Association or by Lot Owner and maintained by the Association. The assessments shall also serve the purpose of proportionately



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maintaining and servicing the Detention Pond located on Lot 7 of the Holland Crossing West Commercial Subdivision which shall serve the Coves II Subdivision”; and

WHEREAS, pursuant to the Bylaws of the Association, Article IX Covenant for Maintenance and Other Assessments, Section 9.5 Regular Assessments. The annual assessment per Lot shall be \$250.00 for the year 2016. Thereafter, the assessment rate shall be set by a vote of the Board of Directors of the Association. The Board shall give notice to all Members at least thirty (30) days in advance of the date all regular or special assessments are due. All regular assessments shall be collected in advance and shall be due on or before January 1 for the year it is due or whatever other date as amended by the Board. The Board of Directors may not increase the annual assessments by more than twenty-five percent (25%) over the previous year’s assessment without the approval of a majority of the Lot Owners to raise their assessments; and

WHEREAS, the Regular Assessment for 2020 was \$150.00; and

WHEREAS, no Special Assessments for capital or other improvements or acquisitions, which assessments are to be established and collected hereinafter provided were approved by the Board of Directors to merit such a request; and

WHEREAS, Individual assessments and fines levied against individual Lot Owners for violation of rules and regulations may be necessary may require an interest to be collected to verify payment of future dues; and

WHEREAS, some owners have failed to pay dues as required within the covenants.

NOW THEREFOR, BE IT RESOLVED BY THE BOARD OF DIRECTORS:

Section 1: The Dues of the Association for 2021 shall be set at \$150.00. Owners shall be notified by the Treasurer by invoice, which shall also include any previous assessments, fees, fines, or interest owed, with a due date 33 days beyond the date said invoice should be mailed, which shall be mailed out no later than the last day of January, and shall be due no later than Friday, March 5th, 2021.

Section 2: The Treasurer shall not include any fees for Special Assessments.

Section 3: The Treasurer shall be authorized to include a Late Charge in the amount of \$25.00 for any owner that fails to pay past or current Regular assessments, Special assessments, or Special individual assessments in a monthly amount of 10% for interest to the association to be included on this invoice.



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Section 4: The Treasurer shall be authorized to place a lien on any property with total dues at or exceeding \$500 only after the due date has lapsed. The Treasurer requires a signature from the President and the Secretary prior to filing said lien.

Section 5: A Signed Copy of this resolution shall be included with the invoice. With the following:

DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE COVES II, A SUBDIVISION TO THE CITY OF FAYETTEVILLE, WASHINGTON COUNTY, ARKANSAS Part 3. Assessments. (f) Effect of Nonpayment. If any assessment or fine or any part thereof is not paid on the dates when due, then the unpaid amount of such assessment shall be considered delinquent and shall, together with any late charge and interest thereon at the maximum rate allowed under applicable law, and costs of collection thereof, thereupon becoming a continuing debt secured by a self-executing lien on the Lot of the non-paying Owner which shall bind such Lot in the hands of the Owner and Owner's heirs, executors, administrators, devisees, personal representatives, successors and assigns. The Board shall have the right to reject partial payments of an unpaid assessment and demand the full payment thereof. The lien for unpaid assessments shall be unaffected by any sale or assignment of a Lot and shall continue in full force and effect. No Owner may waive or otherwise escape liability for any assessment provided herein by non-use of the Common Properties or abandonment of the Lot or House.

Section 6: All funds for any payment shall be deposited in full into the Coves II Arvest Bank Account within 5 business days of receipt of payment.

PASSED and APPROVED on DECEMBER 2, 2020

APPROVED:

ATTEST:

Kristifier Paxton, President

Denise Corbin, Secretary



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Announcements:

- 1) Tree inspection by the New Year.
- 2) Reminder of the January meeting Trail Easement discussion and that Houston and Kristifier will visit owner to discuss ahead.