



COVES PHASE II

PROPERTY OWNERS ASSOCIATION

www.covestwo.com – covestwo@gmail.com

Board of Directors Virtual Meeting
November 4, 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 October 6, 2020 Virtual Special Meeting Minutes

Old Business: None

New Business:

1. Financial Report
2. Resolution 2020-001 – Reimbursement of Funds (ROF) and Payment Policy
3. Resolution 2020-002 – Reimbursement of POA Website & Forms Fees
4. Resolution 2020-003 – Establishment of Capital Improvements Program (CIP) Policy
5. Resolution 2020-004 – CIP Pet Waste Stations
6. Resolution 2020-005 – CIP Woolsey Trail Connection Easement
7. Resolution 2020-006 – Parking Policy and Map

Announcements

Adjournment



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FILE NUMBER RES 2020-001

REIMBURSEMENT OF FUNDS (ROF) AND PAYMENTS POLICY

WHEREAS, Article XIV, Section 14.2 states Checks Drafts Etc.: All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association shall be signed by the Directors, and in such manner as shall from time to time be determined by resolution of the Board of Directors; and

WHEREAS, Article VI, Section 6.5 states the President shall also carry out all other duties as may be prescribed by the Board. Otherwise, the President may not take any action without the express approval of the Board; and

WHEREAS, Article VI, Section 6.6 states the Secretary of the Association shall keep and make all other records and reports, except for accounting purposes, necessary and proper to the operation of the Association; and

WHEREAS, Article VI, Section 6.7 states the Treasurer of the Association shall keep the books of account of the Association, maintain deposit accounts for the funds of the Association which shall be subject to withdrawal upon the signature of the Treasurer and whose signatures shall be duly certified to the depositories of the Association, and be responsible for the proper reporting to any governmental agency and the membership of the Association for funds received and paid out, including the responsibility to submit a financial report to the members at each regular member's meeting and to the membership at the annual meeting of the membership; and

WHEREAS, a method to complete reimbursements and payments is necessary for regular operations of the Property Owners Association.

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

Section 1: 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.

Section 2: 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



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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.

Section 3: 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.

Section 4: The Board approves regular payments for existing utilities, existing web hosting, existing website domain, existing contractual obligations or work completed, the establishment of an online payment method, existing insurance, existing requirements for detention pond maintenance, existing common space maintenance (not to include Capital Improvement Program maintenance which requires a Resolution for each Capital Improvement item), Record Management Software (e.g. QuickBooks or similar software for the Treasurer's use) or other regular payments as determined by the Board. Regular payments being defined as payments that have been previously made on a regular basis prior to this resolution or approved within this resolution.

Section 5: Regular or required payments that require new accounts, contracts, or any other agreement to be created shall require a Resolution to be approved by the Board of Directors for new services.

Section 6: 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.

Section 7: The Treasurer shall not reimburse funds unless a Resolution Agenda Item is approved by majority vote, approved by the President, and attested by the Secretary.

Section 8: The Treasurer shall include a log of the repayment and digital copy of the Resolution approval and receipt with a brief description on the covestwo.com *Expense Report* page visible to all owners.

Section 9: The Secretary shall include a copy of the Resolution approval on the Resolutions page for all Owners to view.



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Section 10: The Board of Directors considers “signed by the Directors” in Bylaw Article XIV, Section 14.2 as to require a signature by the President and Treasurer. Resolutions shall require the signature of the President, and be attested by the Secretary for record.

Section 11: Any reimbursement or payment issue not directly resolved within this resolution may be resolved through an interpretation by the President from the existing Bylaws and Covenants.

PASSED and APPROVED on 11/04/2020

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 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.



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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 11/04/2020

APPROVED:

ATTEST:

(NAME), President

(NAME), 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

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

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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https://mail.google.com/mail/u/0/?ui=618b7d0c32&view=pt&search=all&permthid=thead-Pf3A167732294003727719&siml=msg-Pf3A16773229400... 1/2

https://mail.google.com/mail/u/0/?ui=618b7d0c32&view=pt&search=all&permthid=thead-Pf3A167732294003727719&siml=msg-Pf3A16773229400... 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

https://mail.google.com/mail/u/2/?ik=618b7c3c32&view-pt&search=ull&permthid=thread-Fk3A167832045488983105&siml-mag-Fk3A16783204548... 1/2

9/19/2020 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!

- The WPForms Team

Unlock More Features with WPForms Pro Plan

- Payments
- User Registration
- Email Marketing
- Conversational Forms
- Form Landing Pages
- Form Abandonment
- Surveys & Polls
- Geolocation
- Post Submissions
- Signatures
- Form Permissions
- Bonus Form Templates

[Upgrade to WPForms Pro Today](#)

WPForms, LLC
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West Palm Beach, FL 33409
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https://mail.google.com/mail/u/2/?ik=618b7c3c32&view-pt&search=ull&permthid=thread-Fk3A167832045488983105&siml-mag-Fk3A16783204548... 2/2



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FILE NUMBER RES 20-003

ESTABLISHMENT OF CAPITAL IMPROVEMENTS PROGRAM (CIP) POLICY

WHEREAS, Article VII, Section 7.1 states at such time as the Common Properties are conveyed or dedicated by the Developer/Declarant to the Association, the cost, maintenance, capital improvements, operation, taxes and other expenses incident to the Common Property, including all actions necessary to maintain compliance with local, state and federal codes and ordinances with respect to the Common Property, shall be the obligation of the Association and shall be paid from assessments against each Lot as herein provided and as stated within the Declaration. All other Common Properties designated by the Association shall also be maintained at the expense of the Association; and

WHEREAS, Article IX, Section 9.6 Special Assessments. In addition to the regular assessments authorized above, the Board may levy in any assessment year a special assessment applicable to that year only for the purpose of defraying in whole or in part the cost of any construction, reconstruction, repair or replacement of any capital improvements or easements within the Subdivision. The decision to make the special assessment and the amount of the special assessment shall be made in accordance with the Bylaws of the Association; and

WHEREAS, Owners have expressed interest in Capital Improvements; and

WHEREAS, No Capital Improvements have previously been proposed, nor has a policy been created to present, fund, or otherwise carry out capital improvements.

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

Section 1: Capital Improvements within the subdivision shall be defined as “Any addition to, alteration of, or advanced maintenance exceeding normal maintenance costs of the subdivision Common Properties that meets all three of the following conditions: 1) The improvement adds value to the subdivision and/or Owners as a whole, which may include, but is not limited to advanced atypical maintenance along Common Property, for example between the front of curb to the back of the sidewalk for each and every lot; and 2) The improvement is a part of or becomes a part of the subdivision or is permanently affixed to the subdivision; and 3) The improvement will be a permanent installation.

Section 2: Approval of Capital Improvements Program Resolution items, to include conception, planning, dedications, and/or construction will be by the Board of Directors which shall have the authority to approve any resolution by simple majority.



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Section 3: Appeals will be considered if any five (5) owners sign a letter submitted to the Secretary within 7 days, in which the President shall call a Special Meeting of the POA within 30 additional days. An appeal shall require 23 Votes or more from the Owners to overturn the decision of the Board. The Board shall not sign any agreement or contract for 7 days following the approval of a Capital Improvements Program Resolution item to provide time for appeal.

Section 4: The Board of Directors does **not** have the authority to approve Capital Improvements spending that exceed a total of \$100 per year in special assessment fees per lot without a full vote of all owners, requiring 23 or more in favor.

Section 5: All Capital Improvements items shall be submitted to the Secretary or President by a Director in the form of a Resolution, and shall be listed on any regular meeting agenda, special meeting agenda, or annual POA meeting. Projects that would exceed costs as defined in Section 4 above shall only be considered in meetings of all owners which have a quorum of 23 owners present.

Section 6: All Owners shall have the ability to speak for a period not to exceed 5 minutes after a Capital Improvements (CIP) Resolution item is presented at any POA or Board of Directors meeting to speak for or against the CIP Resolution item. Directors may then speak to discuss said item.

Section 7: All approved costs associated with CIP Resolution items will be divided by the number of Lots (45) and added as a Special Assessment in addition to Regular Assessments to the annual dues invoice, subject to late fees and other actions as defined within the Covenants, Bylaws, or Resolutions.

Section 8: CIP Items shall not result in a taking of property by ownership nor easement from any property owner unless the taking or easement is a result of a joint written agreement with the Owner and the Board.

PASSED and APPROVED on 11/04/2020

APPROVED:

ATTEST:

(NAME), President

(NAME), SECRETARY



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FILE NUMBER RES 2020-004

CAPITAL IMPROVEMENTS PROGRAM – PET WASTE DISPOSAL STATIONS

WHEREAS, RES 2020-03 establishes the Board of Director’s Capital Improvements Program; and

WHEREAS, Owners have indicated the need for proper pet waste disposal stations within the subdivision; and

WHEREAS, installing pet waste disposal stations would add value to the subdivision as a whole by removing pet waste from sidewalks and front yards, the pet waste stations would become a part of the subdivision or is permanently affixed to the subdivision, and the improvement will be a permanent installation.

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

Section 1: The Board authorizes the purchase of two (2) pet waste stations, not to exceed, to include tax, \$450.

Section 2: The Board authorizes the installation of two (2) pet waste stations in the Common Property between the sidewalk and back-of-curb, pending approval by the City of Fayetteville which is required prior to purchase, in the general areas shown with yellow stars on Exhibit A attached.

Section 3: Funding for this project must first be considered from Regular Assessment fees or existing funding. If funding is unavailable, the Board authorizes a Special Assessment not to exceed \$10 per lot to be assessed during the next scheduled collection of POA Dues, defraying in whole or in part the cost of the construction of the improvements. Said Special Assessment fee shall be the total cost divided by the number of owners (45).

Section 4: Regular maintenance of the proposed pet waste disposal stations shall not be included with this one-time Special Assessment.

PASSED and APPROVED on 11/04/2020

APPROVED:

ATTEST:

Kristifier Paxton, President

Denise Corbin, SECRETARY

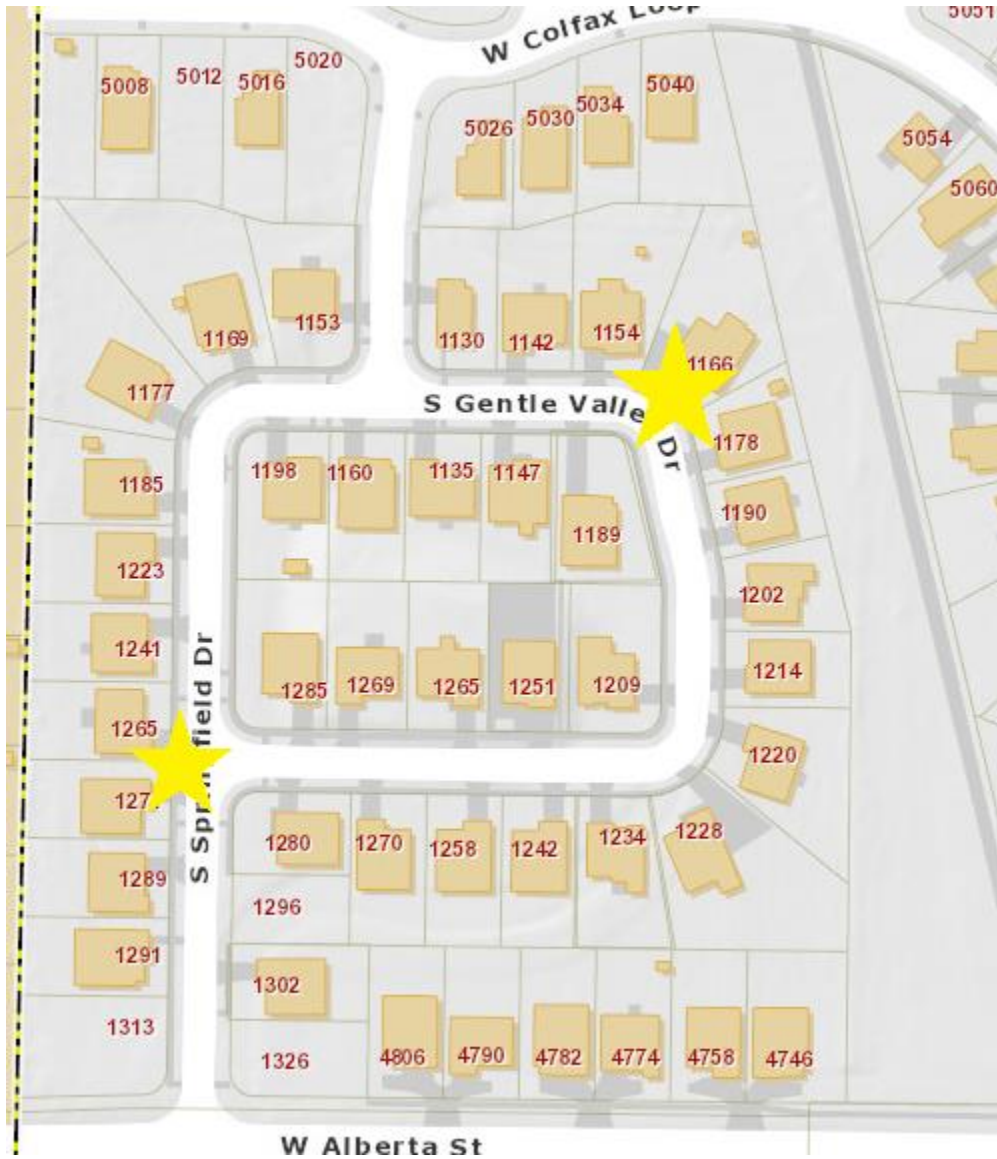


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Exhibit "A". Approximate Proposed Locations marked with Yellow Stars.





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FILE NUMBER RES 2020-005

**CAPITAL IMPROVEMENTS PROGRAM – WOOLSEY TRAIL CONNECTION
EASEMENT**

WHEREAS, RES 2020-03 establishes the Board of Director’s Capital Improvements Program; and

WHEREAS, no existing direct trail access is provided from within the subdivision other than those lots along the east side of the Coves Phase II; and

WHEREAS, Owners of Lots at 1202 and 1214 S Gentle Valley Drive have expressed interest in providing a Trail Easement; and

WHEREAS, the City of Fayetteville has agreed to take ownership and future maintenance of an easement if dedicated to the City of Fayetteville; and

WHEREAS, the City of Fayetteville has expressed interest in cost sharing for the future installation, however requires the easement to be dedicated prior to discussions; and

WHEREAS, obtaining said easement would add value to the subdivision as a whole by adding a direct access to Woolsey Trail, the Trail Easement would become a part of the subdivision or is permanently affixed to the subdivision, and the improvement will be a permanent installation.

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

Section 1: The Board of Directors authorizes the President to work with the City of Fayetteville, the Property Owners at 1202 and 1214 S Gentle Valley Drive (See Exhibit “A” attached), and other entities to dedicate a Trail Easement (or easement as needed for pedestrian foot traffic) to the City of Fayetteville. Approval of this agenda item is to include any signature requirements by the Property Owners Association. The Board of Directors authorizes the President to work with the City of Fayetteville to determine a cost estimate which will be presented as a future Capital Improvement Plan Resolution to the Board of Directors. No funding is authorized with this approval.

PASSED and APPROVED on 11/04/2020

APPROVED:

ATTEST:

Kristifier Paxton, President

Denise Corbin, SECRETARY

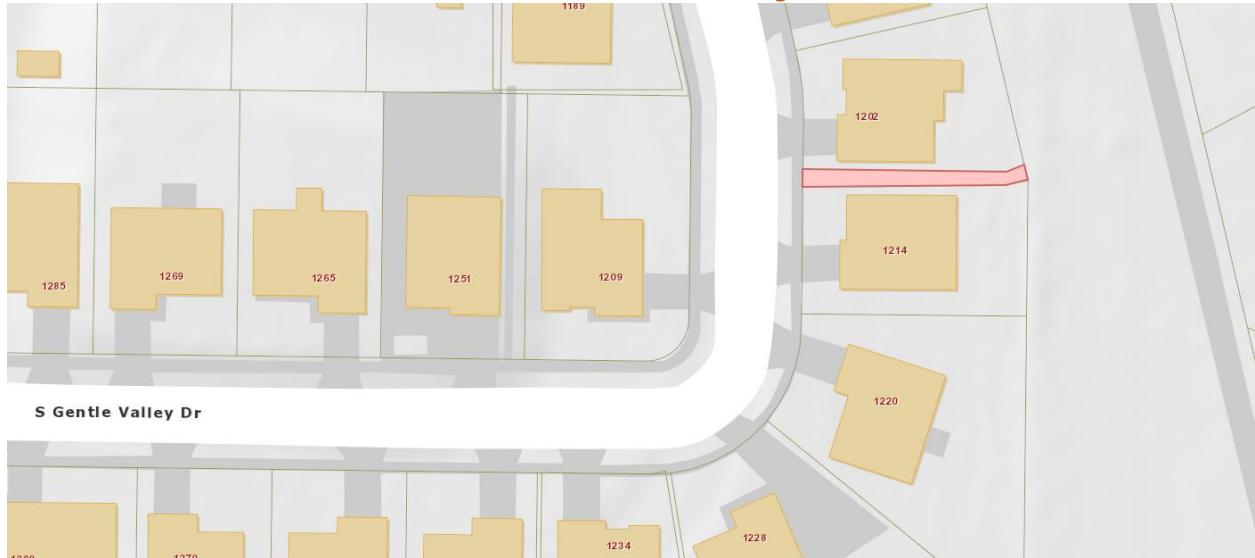
Exhibit “A”. Easement Approximate Location in Red.



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FILE NUMBER RES 2020-006

PARKING POLICY AND MAP

WHEREAS, the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE COVES II, A SUBDIVISION TO THE CITY OF FAYETTEVILLE, WASHINGTON COUNTY, ARKANSAS states in Part 9. Use and Division of Lots. Section (m) Parked Vehicles. All vehicles parked in the front of the front building line must be parked on the driveway. No inoperative vehicles of any nature shall be permitted to remain on any Lot or Lots for a period in excess of one (1) day. It is the intention of the Declarant that, except on special occasions such as holidays or events at an Owner's residence that all parking shall be in driveways and not on a street or on any yard. Accordingly, no vehicle shall be parked on the street for more than two (2) consecutive days and shall not be parked overnight on a street. Any violation of this section may result in a towing of the vehicle at the owner's expense per municipal regulations. No vehicle maintenance shall be performed on the streets or in the front yards or on parking pads of any Lot; and

WHEREAS, the municipal regulations permit parking in areas on the street that are not clearly marked with No Parking signs, and

WHEREAS, the existing Bylaws do not address methods of enforcement for the Parked Vehicles section of the Covenants; and

WHEREAS, the Board of Directors has identified parking in areas that are prohibited by both the City of Fayetteville and within the Covenants that violates Section (m) of the Covenants, however, has not yet defined any methods of enforcement.

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

Section 1: The President or Vice-President of the Association may act to enforce parking restrictions in the areas defined as Red Zones in the attached Exhibit, and on any grass.

Section 2: Green zones shall be permitted for overflow parking. Overflow parking areas shall not be subject to enforcement of Section (m).

Section 3: While the covenants state "may result in towing", the Board of Directors shall not utilize this method.

Section 4: The President or Vice-President shall first inform the Owner that they are violating the Parked Vehicles covenant by issuing a Notice of Violation in writing via Mail to the Owner utilizing the Notice method as defined in the Covenants.



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Section 5: The President or Vice-President may issue a fine of \$50 per day if such violation continues after the initial Notice of Violation, not to exceed \$5,000 annually. A Notice of Violation shall be required again if no additional violation is observed within a 90-day period.

Section 6: The President or Vice-President, respectfully, shall submit a record of said fine to the Treasurer for an individual assessment, as defined in Article IX of the Bylaws, Section 9.1 Liens as in individual assessment.

Section 7: Unpaid fines, dues, and/or assessments in increments of \$500 shall be levied against the Lot Owner.

Section 8: Any Lot Owner with unpaid fines shall not be allowed to vote on any official matter pursuant to the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE COVES II, A SUBDIVISION TO THE CITY OF FAYETTEVILLE, WASHINGTON COUNTY, ARKANSAS states in Part 6. Property Rights in the Common Properties, Part (c) Extent of Members' Rights in Common Property, Sub-Part (iv) The right of the Association as may be provided by its Bylaws to suspend the voting rights of any Member and to suspend the right of any individual to use any of the Common Property for any period during which any assessment against a Lot owned by such Member remains unpaid, including the right to seek reimbursement or damages from the delinquent Member therefor.

Section 9: The Board of Directors adopts Exhibit A as the official Parking Map to identify No Parking and Overflow Parking areas.

Section 10: The Board of Directors shall respect privacy of any individual issued a fine, and shall not share identification of, display identifiable information of, or harass any owner. This does not include sending the owner notices, invoices, and information regarding liens through the enforcement process by the President, Vice-President, or Treasurer.

PASSED and APPROVED on 11/04/2020

APPROVED:

ATTEST:

Kristifier Paxton, President

Denise Corbin, SECRETARY



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Exhibit "A". Parking Map



PARKING MAP FOR COVES PHASE II

No Parking = Red Zones and on any grass

Overflow Parking = Green Zones

The POA Parking Map does not authorize or enforce any parking as determined legal or illegal by the City of Fayetteville.