

Deerfield Park Homeowners' Association

Board of Directors' Meeting Minutes

March 25, 2026 | 6:00 PM | Zoom

1. Call to Order

The meeting was called to order at 6:00 PM. Board members Tanner and Ken participated, together with Association Manager Laura Brown.

2. Approval of Prior Meeting Minutes

The Board reviewed the October 21, 2025 Board meeting minutes. Tanner moved to approve the minutes; Ken seconded. Unanimously approved.

3. Seasonal/Operational Maintenance

a. Upcoming seasonal maintenance priorities. The Board reviewed the landscaping contract with Daly, previously approved in October, and anticipated earlier irrigation startup because of dry conditions, subject to municipal requirements and scheduling.

Edging repair: Management presented an approximately \$7,900 estimate for repairs to existing metal edging across three common areas, with Columbine Courts identified as a priority. The Board discussed replacing metal edging with composite plastic edging to improve durability and reduce potential safety concerns for children. Management will request revised pricing from Daly; no final replacement contract was documented as approved at this meeting.

Irrigation upgrades: The Board discussed the aging battery-operated irrigation controls, annual battery replacement, repair expenses, water consumption, and opportunities to improve efficiency. Potential upgrades included Wi-Fi-capable controls and electrical service, with access to reliable connectivity identified as a consideration. No specific irrigation upgrade expenditure was approved.

b. Capital and long-term improvements. Potential common area improvements included a shaded pavilion or gazebo, picnic tables, seating, and additional parking. The Board emphasized balancing amenities with essential maintenance and affordability. Management will prepare a short homeowner survey, including open-ended feedback on community concerns, preferred improvements, and parking, for Board review before distribution with the annual meeting packet. No capital project was authorized.

4. Board of Directors Update and Education

The Board reviewed community wildfire exposure and the Community Evaluation Guide for Fire Risk and Home Ignition Zone Review, including vegetation, landscaping, construction materials, and defensible space considerations. Management reported that the fire department may be available for individual property assessments. The Board supported sharing a concise resident-facing summary of high-priority recommendations rather than circulating the full technical report. Owners will be encouraged to remove hazards from their own properties and report deadfall or overgrowth in common areas, and to practice safe grilling and other fire-prevention measures.

5. Financial Review

a. Financial statements and reserve status. Management reviewed year-end and year-to-date financial information. The meeting packet notes a year-end operating funds of approximately \$10,613 and reserve funds of \$8,268, with approximately \$33,000 in income including \$3,700 in prepaid assessments.

b. Delinquency and collections. Three delinquent accounts totaling approximately \$5,300 were reviewed. The Board discussed prior collection attempts and authorized escalation of the three accounts to attorney collections, subject to required statutory and Association notice, hearing, payment-plan, and collection procedures. Tanner moved to proceed with collections; Ken seconded. The handwritten notes indicate the motion carried. Management will provide account details to the Board and coordinate compliant notices, and applicable 18-month payment-plan offers before any further legal action. Any lien or other remedy must be evaluated for legal eligibility and procedural compliance.

6. Proposed Budget Review and Approval: 2026 and/or 2027

a.–c. Budget options and planning. Management presented three options. Budget A projected an approximately \$3,800 deficit; Budget B maintained annual assessments at \$360 with reduced reserve contributions; and Budget C increased annual assessments by \$40, from \$360 to \$400, while supporting edging maintenance and reserve funding. The Board discussed insurance, long-term infrastructure risks, potential water-line repairs, and the importance of maintaining reserves. Budget C was described as providing approximately \$7,000 in reserve contributions, with the summary also referencing a resulting \$15,000 reserve amount; the precise budget line items and reserve balance require confirmation against the adopted budget worksheet.

d. Budget approval. Tanner moved to approve Budget C; Ken seconded. The handwritten notes indicate the motion carried. The approved option provides \$400 in annual assessments, subject to the applicable budget ratification and notice process. Discussion of a multi-year 2026–2027 approval approach was tabled; the records do not establish separate approval of a 2027 budget.

7. Old Business

No additional old business was presented.

8. New Business

a. 2026 Board meeting date. The next Board meeting date remained to be determined.

b. 2026 Annual Ownership Meeting. The Annual Ownership Meeting was scheduled for May 3, 2026 at 3:00 PM in the community common area. Management will coordinate the meeting notice and packet, survey, tables, possible tent, and family-friendly activities. Tanner offered assistance with folding tables and setup. The Board also discussed upcoming elections and filling a third Board position; Ken indicated willingness to continue serving, and management will follow up with Tanner regarding his interest.

9. Community Comment Period

The agenda provided an opportunity for homeowner comments. No specific homeowner comments or formal Board action required.

10. Adjournment

Ken moved to adjourn; Tanner seconded. Passed unanimously. The meeting adjourned at 6:58 PM.

Management Follow-Up Items

- Obtain revised composite edging pricing from Daly and report to the Board.
- Revise the homeowner survey, including open-ended questions, and submit it to Tanner and Ken for review before the annual packet is issued.
- Prepare a concise fire protection summary for homeowners, including actionable risk-reduction guidance.
- Coordinate delinquent account notices, payment-plan opportunities, and attorney collection referrals in compliance with applicable requirements.
- Prepare and distribute the May 3 annual meeting materials and coordinate logistics.
- Confirm Board members' interest in continued service and the open Board position.

Approved by the Board of Directors: 10/13/2026