Copperfield Homeowners Association
Board of Directors Meeting Minutes
Date: October 13, 2025
Time: 6:30 p.m.
Location: Carriage Inn

1. Call to Order
The meeting was called to order at 6:33 p.m. by President Monica Palasota.

2. Roll Call
Directors Present:
Monica Palasota, President; Shelly Cain, Treasurer; Cindy Zdunkewicz, Director; Richard Palasota, Director; Dean Swartzlander, Director; Brian Wiederwohl, Director

Directors Absent:
Dave Moore, Vice President; Jim Kovar, Secretary

Others Present:
Tiffany York, CMCA, AMS, Association Manager; Fred Erwin, ACC Member; Justin Waggoner, prospective Board Member; Cynthia Erwin, HOA Member

A quorum of the Board of Directors was established.

3. Approval of Minutes
No minutes were available for the August 11, 2025 meeting due to lack of quorum.

4. Treasurer's Report
The Treasurer's Report was presented by Shelly Cain.
Motion: To file the Treasurer's Report as presented.
Motion by: Dean Swartzlander
Seconded by: Cindy Zdunkewicz
Discussion: None
Result: Motion passed unanimously.

5. Old Business
Railing Update provided by Richard Palasota: Work began in September on the Canterbury and Warwick railings by the City. Appreciation was expressed to Stacy Linner.

Cluster Mailbox Update provided by Tiffany York: No update as item was tabled at previous meeting.
TAC Realty Reimbursement update provided by Tiffany York: Invoice for reimbursement has been sent; late payment expected by the end of October.

Attorney Files & Delinquent Assessments update provided by Tiffany York. Accounts Receivable summary reviewed in executive session. Notices have been sent to homeowners with outstanding assessments.

7. New Business
Resignation of Director Kim Sailor
Motion: To accept the resignation of Kim Sailors, effective October 2025.
Motion by: Dean Swartzlander
Seconded by: Shelly Cain
Discussion: None
Result: Motion passed unanimously.
The Board expressed appreciation for the dedication and service of Kim and Tod Sailor.

Appointment of Director – Justin Waggoner
Motion: To appoint Justin Waggoner to fill the vacant director position, effective immediately, with a term expiring in 2028.
Motion by: Brian Wiederwohl
Seconded by: Dean Swartzlander
Discussion: None
Result: Motion passed unanimously.

Appointment of Director – Lana Wood
Motion: To remove Dave Moore from the Board effective December 30, 2025, and appoint Lana Wood to the vacated seat, with a term expiring in 2028.
Motion by: Justin Waggoner
Seconded by: Cindy Zdunkewicz
Discussion: Motion amended to clarify removal and appointment date.
Result: Motion passed unanimously.
Annual Meeting Planning
Cindy Zdunkewicz will coordinate with Sam Houston Elementary to schedule the 2026 Annual Meeting, targeted for May 2026.

8. Committee Reports
National Night Out: Hosted by Cindy Donaway. Estimated 70–85 attendees. Hot dogs, chips, water, and snow cones were served. Positive feedback received.

Architectural Review Board: Report provided by Fred Erwin.

Swimming Pool: Cindy Zdunkewicz will prepare updated pool rules for the 2026 season.

Yard of the Month: Spring/Summer program was well received; focus now shifts to holiday season recognition.
Flags: Todd Craig volunteered to assist with flag placement and maintenance. Dave Moore will provide training and order needed replacement flags and ropes.

9. Other Business
No additional business was brought forward.

10. Adjournment
The meeting was adjourned at 7:47 p.m.

11. Next Meeting
December 8, 2025 at 6:30 p.m. – Carriage Inn

Respectfully submitted by:

_____ , _____
Name Title

Approved on: _____ by a quorum of the Board of Directors.
Date