Copperfield Homeowners Association
Board of Directors Meeting Minutes
Date: April 14, 2025
Time: 6:30 p.m.
Location: Carriage Inn

1. Call to order: The meeting was called to order at 6:32 p.m. by President Monica Palasota.

2. Roll Call
Directors Present:
Monica Palasota, President; Richard Palasota, Director; Dave Moore, Vice-President; Brian Weiderwohl, Director; Cindy Zdunkewicz, Director; Shelly Cain, Treasurer

Directors Absent:
Dean Swartzlander, Jim Kovar, Secretary; Kim Sailor , Director

Others Present: Association Manager Tiffany York, CMCA, AMS; General Members Fred & Gayle Erwin; ACC Chair Matt Hannes

A quorum of the Board of Directors was established.

3. Approval of minutes: December minutes were tabled due to delayed distribution. Kim is finalizing December's minutes, which will be sent via email for approval and later ratification. February minutes were distributed by Jim via email and approved.

4. Treasurer's Report: Presented by Shelly Cain – Treasurer's Report presented with a detailed budget overview. Most expenses are within budget except legal and collections, which exceeded due to earlier referral to attorneys. Copper Chase paid their portion. TAC Realty remains unpaid. AR Summary & accounts w/ attorney were reviewed during executive session.

5. Old Business
Railing Maintenance: Richard Palasota provided update on Railings in Copperfield -Canterbury-Warwick. Discussion only, tabled for future action.
CTA & BOIR Filing: Tiffany York provided update on Corporate Transparency Act & BOIR Filing-discussion only, no action needed.
Cluster Mailbox Maintenance: Tiffany York provided update on Cluster Mailboxes. Discussion only, tabled for future action.

6. New Business
TAC Realty Agreement: Discussion was held regarding the longstanding verbal agreement with TAC Realty for maintenance cost sharing. No written agreement was located. Multiple attempts to collect payment have been made. Legal recourse and cost recovery were discussed, along with historical context and prior communications.
Motion: To authorize Association Services BCS to contact TAC Realty requesting payment within 30 days.
Motion by: Cindy Zdunkewicz
Seconded by: Shelly Cain
Discussion: Held.
Amended Motion: To authorize Association Services BCS to contact TAC Realty, request a formal written agreement, and provide 30-day notice that maintenance services will cease on the 31st day if payment is not received.
Motion by: Richard Palasota
Seconded by: Shelly Cain
Discussion: Held.
Result: Motion passed unanimously.

Annual Meeting: Discussion was held regarding the Annual Meeting scheduled for May 1, 2025. Cindy Zdunkewicz secured Sam Houston Elementary School Cafeteria, and snow cones were reserved.
Motion: To approve the catering bid from G's Catering.
Motion by: Cindy Zdunkewicz
Seconded by: Shelly Cain
Discussion: None.
Result: Motion passed unanimously.

2025–2026 Annual Budget: The Treasurer's proposed budget was presented by Shelly Cain and Tiffany York. Two versions were reviewed: one with no assessment increase and one with a $15 increase (from $150 to $165). An increase of the transfer fee from $125 to $250 with a $25 resale certificate fee was discussed. Capital improvements will be funded through reserves, with approximately $100,000 available.

Motion: To approve the 2025–2026 budget with an annual assessment of $165 and an increase of the transfer fee to $250 with the addition of a $25 resale certificate fee.
Motion by: Shelly Cain
Seconded by: Dave Moore
Discussion: None.
Result: Motion passed unanimously.

7. Committee Reports
National Night Out: No report at this time.

Architectural Review Board: Matt Hannes provided an ACC update. Unauthorized roof replacements were discussed, as contractors failed to obtain prior approval. Outreach efforts include notices in the newsletter, Facebook, and Nextdoor. Yard signs were requested to increase awareness.
Motion: To approve the ordering of yard signs to be posted in four locations throughout the community.
Motion by: Brian Wiederwohl
Seconded by: Dave Moore
Discussion: None.
Result: Motion passed unanimously.

Swimming Pool: Update provided by Monica Palasota on behalf of Kim Sailor. The pool will open May 24, 2025 (Memorial Day weekend).
Action: Discussion only – no motion required.

Yard of the Month: Spring/Summer program to begin in March. New signage discussed.
Action: Tabled for future approval.

Flags: Update provided by Dave Moore.
Action: Discussion only – no motion required.

Fourth of July Parade: Update provided by Monica Palasota on behalf of Jeff Hobbs. Snow cones reserved with Fire & Ice.
Action: Discussion only – no motion required.

8. Other Business
No additional business was brought forward.

9. Next Meeting
June 9, 2025 at 6:30 p.m. – Carriage Inn

10. Adjournment
The meeting was adjourned at 8:04 p.m.