

Reserve at Pilottown Board Meeting Minutes

April 8, 2025

Present: Karen Fleck, Beth Wells, Larry Firment

1. The Reserve at Pilottown email account contains emails at least 5 years old. Many of these are no longer relevant.
 - a. Action: A retention schedule will be developed to guide which emails can be deleted and when. All HOA Board and Annual Meeting minutes will be kept on the www.ReserveatPilottown.com website in perpetuity.
2. Karen Fleck and Larry Firment walked the bioretention swales with D&R Landscaping to inspect the health of the plants. Inkberry bushes in particular have many dead branches following the drought and harsh winter. D&R recommended homeowners prune the dead branches off their inkberry bushes which may rejuvenate them and improve their overall appearance.
 - a. Action: Beth Wells will email a notice to the homeowners with photos to help them ID the inkberry bushes.
3. The Capital Reserve Fund study is due to be updated. An initial study was conducted in 2020 for the purpose of building a capital reserve fund which will greatly reduce the need to assess homeowners for maintenance to common areas. The study recommends the amount to be held in reserve for capital projects and how much to collect from homeowners yearly to maintain that fund. Having a Capital Reserve Fund is considered best practice for HOAs and is greatly valued by realtors when assessing the value of a home/lot for sale. As a result of building this fund over the past few years, we were able to replace the failing mailboxes plus adding 2 additional parcel boxes with money already collected.
 - a. Action: Karen Fleck will get an estimate for the cost of an updated study to be included in the 2026 Operational Budget.
4. The meeting was adjourned.