

Reserve at Pilottown HOA Board Minutes

October 6, 2025

Present: Karen Fleck, Beth Wells, Larry Firment, Karen Potocki

The HOA Board met at Karen Fleck's house to discuss the following:

1. Karen Potocki was welcomed to the Board. The roles will be as follows:
 - a. Karen Fleck – President
 - b. Beth Wells – Vice President
 - c. Larry Firment – Treasurer
 - d. Karen Potocki – Secretary
2. The RAP Activities Committee will continue to operate outside of the Board due to concerns over potential litigation should anything go wrong during events. To maintain a clear distinction between roles, Karen Potocki will establish a separate email address to reflect that her involvement with the Activities Committee is entirely independent of her position on the HOA Board
3. The minutes from the annual meeting were finalized and posted to the RAP website.
4. A few people expressed discomfort with publicly voting for Board candidates at the annual meeting via a show of hands. The following process was proposed for future annual meetings:
 - a. The Board will call for candidates one month prior to the annual meeting when the notice of the meeting is sent to homeowners.
 - b. The slate of candidates, their bios and a ballot with their names will be sent to homeowners prior to the meeting.
 - c. Additional ballots will be available at the meeting.
 - d. Ballots will be collected and tallied during the meeting by a separate group of homeowners to allow the meeting to progress while votes are being counted.
5. A number of injured and dead inkberry, spice and arrowwood branches and bushes still remain in the bioretention swales. This was due to last year's severe drought and heavy snow during the winter. Karen Fleck, along with D & R Landscaping, walked the swales in early October. D & R will provide an updated quote to prune the dead wood in hopes of generating new growth in the Spring. Homeowners are still encouraged to prune these bushes to encourage growth. This will also save HOA money.
6. Bioretention weeding takes place during October or November by D & R Landscaping. Homeowners may want to place flags by their flowers so that D & R doesn't mistakenly remove them. The Board will attempt to give homeowners advanced notice; however D & R usually schedules this service only a few days in advance based on weather conditions.

7. The amount of spam to the Reserve Gmail address has increased. Up to 10 spam emails are received daily. While they used to go into a spam folder, they now go directly into the inbox along with legitimate emails necessitating opening and reviewing each email. Karen Fleck will investigate adding a check box or other filter to reduce the amount of spam.
8. The Reserve Gmail address is tied to Beth's personal Gmail account which occasionally causes confusion. To eliminate this, Karen Fleck will contract with our web provider to host a new Reserve email account.
9. The locks on the new mailbox cluster should be maintained to prevent damage from the rain and salt air. This was an issue with the previous mailboxes. Karen Fleck will investigate how to prevent our mailbox locks from corroding.

The meeting was adjourned.