



Pages Place Home Owners Association

Board of Directors Meeting

Tuesday, January 21, 2025 • 6:00 – 7:30 PM • Centerville Library Auditorium

MEETING MINUTES

- **Call to Order**

- The meeting was called to order at 7:03 PM by President Eran Campbell

- **Attendance**

- Present: Eran Campbell (President), Matt Fike (Vice President), Lindsay Kibler (Treasurer), Vanessa Vasquez (Secretary), and Board Members: Sarah Marie Berry, Emily Een (By Phone), Chambrey Rittenhouse
- Confirmation of Quorum
- Others Present: Roberta Marshall (345)

- **Open Forum**

- Homeowner Roberta Marshall expressed concerns about the following:
 - The quality of the snow removal service, noting that snow and ice tend to build up.
 - Grass clippings left on the pathways after lawn care providers mow the lawn.
 - There is a significant dip in the road that pools water.
- Eran stated that he and Matt have noticed that the north-facing homes experience the same issues with snow buildup and will discuss reasonably cost-effective solutions to address the problem.
- The deep dip in the road and water pooling have been a board concern for a while, and we are exploring solutions.

- **Approval of Meeting Minutes**

- Secretary Vanessa Vasquez shared that the December 6, 2025, minutes were reviewed by the board and unanimously approved via email on December 4, 2025.
- Board Member Chambrey Rittenhouse has already uploaded the minutes to the webpage.

- **Treasurer's Report**

- Treasurer Lindsay Kibler presented the financial report for the period ending December 31, 2025, stating the current balance. She also distributed printed copies of the Pages Place HOA Management Report for the same period.
- Lindsay asked that a reminder be sent to homeowners utilizing automatic payments to update their payment amount to \$250. This adjustment reflects the increase approved by homeowners at the Annual Homeowners Meeting in October.
- There are three uncleared checks from August 2023, February 2022, and June 2021. Lindsay is currently working with the vendors to resolve these outstanding checks.
- Lindsay is working with two homeowners to resolve issues with aging receivables and returned payments.

- The HOA bank account has been updated to reflect the current executive board members as authorized signees, replacing the previous board members.
- **Secretary's Report**
 - Vanessa developed a Violation Tracker to improve follow-up and accountability. The tracker logs the violator, date of violation, type of violations, dates of notices, compliance deadlines, status, fines, and resolution.
 - Vanessa has committed to responding to emails within 48 hours to enhance communication and foster better community relations.
 - Vanessa presented a summary of correspondence received and sent, mainly consisting of minor complaints, notices of violations, and requests for policy clarifications.
- **Committee Reports**
 - **Strategic Plan Committee**
 - The strategic plan committee members are Eran, Lindsay, Matt, and Vanessa.
 - The committee developed a strategic plan for 2025 to provide a clear road map for the HOA, including mission and vision statements to guide our efforts and ensure alignment with community goals.
 - The strategic plan summary will be included in February's newsletter, and the complete strategic plan will be posted on the website.
 - **Financial Sustainability**
 - The owner of this section is Treasurer Lindsay Kibler.
 - A reserve study will be conducted this year.
 - **Maintenance and Capital Improvement**
 - The shared owners of this section are President Eran Campbell and Vice President Matt Fike.
 - The road will need re-sealing this year. Eran and Matt will obtain bids.
 - Roofs for Units 1661, 1665, 1657, and 1653 must be evaluated, and bids must be obtained for reroofing.
 - We have a three-year contract with Barlow Brothers for lawn care.
 - The repairs and replacement of sprinklers in 2024 are holding up nicely.
 - **Communication and Community Engagement**
 - The owner of this section is Secretary Vanessa Vasquez.
 - Vanessa stated that many of the goals in this section would need board and community input and participation.
 - Vanessa shared updates on the action steps:
 - The HOA newsletter has been distributed to residents' doors since April 2024 (first issue).
 - Digital copies will be emailed to all homeowners beginning January 2025.
 - Developed a welcome packet that will be delivered to all new homeowners and tenants.
 - **Governance, Compliance, and Policy Management**
 - The owners of this section are President Eran Campbell and Vice President Matt Fike.

- Vanessa introduced a revised Fee and Fine Schedule and Enforcement Policy.
 - Vanessa proposed a motion to replace the current schedule with the revised schedule, and Lindsay seconded it.
 - The motion was passed unanimously.
 - Vanessa introduced a revised Rental Policy.
 - Vanessa proposed a motion to replace the current Rental Policy with the revised policy, and Eran seconded it.
 - The motion was passed unanimously.
 - Lindsay introduced a new Vehicle Registration System and forms.
 - Lindsay proposed a motion to implement the new Vehicle Registration System with its accompanying forms, and Matt seconded it.
 - The motion was passed unanimously.
- **Website Redesign**
 - Board Member Chambrey Rittenhouse reported that she now oversees the HOA website.
 - She changed Meeting Notes to Meeting Minutes in the site navigation to reflect consistent nomenclature. She will reorganize the order of the minutes to reflect the latest first.
 - Chambrey plans changes in the overall design of the web pages for a more updated look with new photos and more straightforward navigation.
- **Old | Ongoing Business**
 - **Doors**
 - A few doors still need to be replaced, while others require painting. Painting will be postponed until better weather in the spring. Additionally, some patio door trim must be repainted to meet color specifications. Homeowners will be contacted individually regarding these updates.
 - **Removal of Enclosed Backyard Fences**
 - The Board proposes redesignating specific common areas associated with Units 279, 283, 287, 291, 295, 309, 319, 325, 329, and 333 as limited common areas. The fencing will be retained, and maintenance responsibilities for these areas will be assigned to the respective homeowners. This will save the HOA \$3500 per year.
 - The next step is to present the proposal to the homeowners.
 - Matt proposed a motion to proceed with the next step, and Eran seconded it.
 - The motion was passed unanimously.
 - **HOA Fee Discounts**
 - Eran reminded the Board that board members would have no HOA fee discounts. These discounts are against the Utah Code and our by-laws.
 - **Update on 1661**
 - Matt reported that the work done to the unit has resolved the water intrusion problems. Matt and Eran will repair the sheetrock (mud, tape, and paint) and lay the carpet back.

- **New Business**
 - **Installation of Ring Cameras – Unit 1625**
 - The homeowners requested approval to install a ring camera over the garage and another over the patio. The board approved this request but will recommend purchasing black cameras to better match the exterior paint. Also, installation must not require drilling.
 - **Community Clean-Up**
 - Matt shared that the HOA currently funds two leaf clean-ups per year, which is insufficient to maintain our community's clean and well-kept appearance. At the next meeting, he will provide a cost estimate for additional clean-ups by Barlow Brothers. The board also discussed organizing HOA-sponsored community clean-up events, with homeowners signing up in advance. If participation is insufficient, the HOA will hire Barlow Brothers for the clean-up, with costs shared among homeowners. To encourage participation, the HOA plans to make these events enjoyable by offering hot chocolate and treats.
 - **Trash Bins**
 - Matt presented a homeowner's idea to have everyone place their trash and recycling bins out of sight. It was decided that this was impractical as most units do not have a convenient area to store these bins.
- **Other Business**
 - **Dryer Vent Cleaning**
 - The HOA will offer dryer vent cleaning in the spring. This service is necessary to reduce fire risks. Homeowners save considerably when all units are serviced.
 - **Rain Gutter Repair**
 - Bent, damaged, and discolored rain gutters will be inspected for possible spring repair.
 - **Sump Pump**
 - Will be checked to ensure it is clean and working correctly.
- **Next Meeting**
 - Tuesday, February 18, 2025
- **Adjournment**
 - The meeting was adjourned at 7:34 PM by President Eran Campbell.