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| Millers Gate HOA Board Meeting |

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| January 13, 2021 | 7:00pm | Virtual |

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| Meeting called by | Matthew Raley |
| Type of meeting | HOA Board Meeting |
| Facilitator | Matthew Raley |
| Note taker | Janet Campbell |
| Timekeeper |  |
| Attendees |  |

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| 5 Minutes | Board Roles |
| Discussion | * Matthew |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
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| 2 Minutes | Update On Keypads |
| Discussion | * Matthew |
| Conclusions | * TQ is waiting on parts to arrive |

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| Action Items | Person Responsible | Deadline |
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| 2 Minutes | Update On Keyfobs |
| Discussion | * Matthew |
| Conclusions | * Need to ensure old still work/price for new |

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| Action Items | Person Responsible | Deadline |
| Need to update HOA site. New price will include cost of keyfob and shipping. | Jenny/Matt | TBD |
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| 2 Minutes | Update On Gates |
| Discussion | * Matthew |
| Conclusions | * Refund From Edmond Iron Pending/Need New Gates |

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| Action Items | Person Responsible | Deadline |
| Send bid for new gates to insurance for approval | Matthew/Brandon | 1/31/22 |
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| 3 Minutes | Update On Brick Behind Park |
| Discussion | * Matthew |
| Conclusions | * Work will begin in approximately 1 week |

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| Action Items | Person Responsible | Deadline |
| Check on how often we need to sealing brick & cost. Check on cost to do annual mortar repairs. | Matthew | 1/30/22 |
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| 10 Minutes | Update On Fencing |
| Discussion | * Matthew |
| Conclusions | * Will vote on Teams for new vendor (waiting on bids) |

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| Action Items | Person Responsible | Deadline |
| Provide bids to board to vote | Matthew | 1/20/22 |
| Approved Fence OKC as vendor  Get with insurance about gates being covered under claim | Matthew | 1/20/22 |

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| 15 Minutes | Budget Update |
| Discussion | * Emily and/or Cheree |
| Conclusions | * Cheree will work with Stacey to finalize |

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| Action Items | Person Responsible | Deadline |
| Determine how much in reserves once current projects are completed | Cheree | 1/31/22 |
| Check with Stacey on budget | Cheree | 1/31/22 |

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| 5 Minutes | Future Tasks For Each Board Member |
| Discussion | * Matthew |
| Conclusions | * Still determining best way to track tasks |

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| Action Items | Person Responsible | Deadline |
| Move list Jenny made over to Teams via Lists and assign responsibilities | Matthew |  |
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| 2 Minutes | Need Contract For Nayfa |
| Discussion | * Matthew |
| Conclusions | * Will update Teams with Nayfa contract |

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| Action Items | Person Responsible | Deadline |
| Use template and create work outlined and send to Nayfa | Cheree | 1/31/22 |
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| 5 Minutes | Prioritize Projects for 2022 |
| Discussion | * Matthew |
| Conclusions | * Waiting for current projects to complete before making plans |

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| Action Items | Person Responsible | Deadline |
| Need to determine which projects require the most attention |  | TBD |
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| 5 Minutes | CC&R Amendments/Licensed Notary For Board Members |
| Discussion | * Matthew |
| Conclusions | Waiting for current projects to complete before making proceeding |

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| Action Items | Person Responsible | Deadline |
| (if approved) Determine total cost including to be I&B’d, stamp, etc. | Matthew | Put on hold |
| (if approved) Schedule meeting with attorney to discuss process and determine retainer fee | Matthew | Put on hold |

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|  | Q&A |
| Discussion | * All |
| Conclusions |  |

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| Action Items | Person Responsible | Deadline |
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