

November 11th, 2025 HOA Meeting Minutes

In attendance:

Wanda Richardson

Jessica Dotson

Casey Fuller

John Fox

Chris Goatee

Shanna Strickland

Jacqui Johnson

Klaus Philipsen

6:35pm Meeting called to begin

6:36pm Treasurer's Report from Casey

Casey went over the 2024 Summary Report and his Q1-Q3 report. He showed how spending for the year is somewhat down compared to the previous years, but that we are not taking in as much, as far as dues. He went over expected upcoming expenses. Casey has been working on streamlining financial records to compare costs and predict future costs. He said that there are a few other things we can look at to reduce costs, to make sure our budget stays more balanced going forward.

Dues: Casey did an in-depth analysis of the status of resident dues, showing how much each household owes and the total amount overdue. Once he finishes getting records more streamlined, he would like to send out statements to households that owe dues. We discussed keeping an eye on home sales to make sure that HOA information is included in sales documents and that any past due amounts are collected within the sales. We talked about ways to motivate residents to pay past dues. The first step we'd like to take is to continue with regular notices being mailed to those who are past due. We talked about drafting a statement letter and going over it as a group on December 9th and having a short meeting to approve it.

7:14pm Community Picnic Review

We agreed that the picnic seemed to be a success all-around. We saved money by catering it ourselves, and had more than enough food. We talked about being able to have less food choices next year and still having plenty of choices. Casey recommended beginning planning the picnic earlier next year to make things easier.

7:18pm Newsletter

We discussed what kind of schedule we'd like to publish the newsletter on and what content we'd like to put in the newsletter. Klaus talked about things we can put in in an upcoming newsletter. Jessica talked about focusing on the value of the HOA in the newsletter to emphasize the importance of the HOA. We decided to have content ideas for the newsletter by the end of November and to have the actual content from board members by the meeting to discuss an invoice letter.

7:28pm Property Updates from Klaus

2026 Cedar Circle Drive has been landscaped, and residents seem to be living in the house again. There have been no visible changes to the vacant house at 2123 Cedar Circle Drive.

7:30pm Safety and Security Updates

Wanda asked the board if there were any security concerns as of late, but we have not seen anything of concern recently. Klaus brought up the disturbance of modified exhaust systems on some cars driving through the neighborhood, and asked if others could keep an eye out for them to possibly record their license plates so that they could be reported.

We also discussed the water main break on Cedar Circle and confirmed that it was fixed. Klaus recommended that maybe we include the water main repair and possibly the BGE power line tree trimmings in something like the newsletter to thank the county and BGE for their work.

7:39pm Google Drive Updates

No big updates on the shared Google Drive, but we have continued to use it. It's very helpful to have the documents in a central place, and Casey was able to make in-depth treasury reports with those documents. He requested that receipts for reimbursements be sent to the Westerlee Gmail address so that he has a better record of them, versus sending them over text message. Wanda said she had trouble accessing the shared drive, and Casey said that he would be able to go over logging in with her separately. As far as posting the link, Klaus recommended not posting the link directly online to avoid unwanted traffic to the Zoom meeting.

7:45pm Scheduling of Future Meetings

We discussed when the next meetings would be. There will be a shorter meeting on Tuesday, December 9th at 6:30pm to approve dues statement letters. The next quarterly meeting will be Tuesday, February 10th at 6:30pm. Another meeting will be scheduled at a later time for planning the annual meeting. Casey used the Westerlee Gmail account to create calendar events to help everyone remember the meeting times.

7:55pm Meeting adjourned