

Weybridge Neighborhood ACA

Meeting Agenda & Minutes

Date: March 12, 2026 | Via Zoom at 5:30 PM

Board Present

Delmar Mineard, Jr.

Tim Lavin

Brad Wuotila

Management: Torri Austad, The Carryl Company

The meeting was called to order at 5:33 PM.

Approvals, Complaints & Violations

I. 103 N. Heatherstone Drive – RV Parking Violation (Ongoing)

- a. Background: An RV/motorhome has been parked in the driveway in violation of subdivision covenants. Multiple notices and photos have been logged since February 2026.
- b. A violation notice letter was sent via email to Ms. O'Neill on February 17, 2026. Del suggested also mailing the letter via USPS.
- c. RV log update from Del (March 12, 2026): The RV was not observed on the driveway on Monday, March 2 at 9:20 AM.
- d. Attorney Carol Grob was previously consulted and recommended a rule amendment with documentation requirements (see New Business).
- e. Status / Discussion:
 1. Has the USPS letter been mailed to Ms. O'Neill? No, it was only sent via email. The issue appears to be temporarily resolved; however, Torri will still send the letter via USPS.

II. 167 N. Heatherstone Drive – Temporary Fence Violation (Ongoing)

- a. Background: A temporary green fence was installed on the north and east sides of the property for an aging dog ("KD"). The owner advised the fence would be removed when the dog passes.
- b. Del's note (Feb 27, 2026): The dog appears fine; Del requested discussion regarding how long the temporary fence will be permitted.
- c. Discussion:
 1. Has the fence been removed or is it still in place? As of March 12, 2026, the fence remains in place.

2. Set a deadline or agreement for removal: Torri will send a letter to the owner requiring removal of the fence within 10 days.

Motion: Brad made a motion to approve Torri sending a notice to the owner regarding the fence. Tim Lavin seconded. Motion approved.

III. 197 Weybridge Drive – Deck Replacement Notification

- a. Homeowner Brian Lokken notified the HOA on March 8, 2026, of an upcoming deck replacement.
 - b. The replacement will be the same size and dimensions, and a permit is being pulled by the deck company. No ACA approval is required per prior guidance given in November 2025.
 - c. Torri / The Carryl Company emailed the owner an ACA form. The owner returned the form, and it was approved.
-

Dues & Member Updates

I. Delinquent Accounts – As of February 28, 2026

- a. Total delinquent balance: \$2,872.00 across 36 accounts.
- b. 4 accounts carry a balance of \$142.00 each, representing dues outstanding from prior year(s).
- c. 32 accounts carry a balance of \$72.00 each for unpaid 2026 dues.
- d. Full delinquency detail is on file with management (report dated 02/28/2026).
- e. Discussion / Next Steps: Torri will send a second notice to the owners, providing 30 days to pay. If payment is not received, a lien will be placed on the property.

Action: Del made a motion to approve. Tim Lavin seconded. Motion carried.

New Business

I. Insurance

- a. Torri reached out to an agent from American Family for a second opinion. All information required for a quote was provided; however, no quote has been received from the agent.

II. Review 2025 Year-End Financials

- a. The Board reviewed the 2025 year-end financials.
- b. Action: Torri will send an email to the ACA with the 2025 year-end financials and a summary for review. Following the review period, Torri will send a subsequent email to proceed with approval of the 2025 financials.

Adjournment

Motion to adjourn: Brad Wuotila made a motion to adjourn. Tim Lavin seconded. Motion approved.

The meeting was adjourned at 5:54 PM.

Respectfully submitted,

Torri Austad

Property Manager, Weybridge Neighborhood ACA