

Frances Arbor HOA Quarterly Board Meeting

October 21, 2025

Annual Meeting

In attendance: President Ben Lablance, Vice President Sara Williams, Secretary Patrick Manteiga, Maria Verderber, Chris Jaramillo and John Fox.

Absent: Ted Grevencamp, Brian Westmoreland and Sajeev Varki

1. The meeting was called to order at 7 PM.
2. The minutes of the July 21st meeting were reviewed. Motion to approve minutes by Manteiga, second by Fox. Motion passed unanimously.
3. The Treasurer's report was presented by Jaramillo and prepared by Grevencamp. Jaramillo said that Grevencamp was extremely helpful in explaining the duties of the treasurer and showing him his billing system for HOA fees. The current assets of the HOA are \$15,539.61. Manteiga reported that the HOA went with a new insurance company to reduce our costs from \$2386.63 to \$1212.00. The board was presented a proposed budget for 2026. A motion to accept the budget was made by Manteiga, seconded by Sara, with a change in the insurance budget from \$2000 to \$1300.
4. Jaramillo presented the results of the HOA board election which was cast by mail. The entire slate of candidates was elected and no additional candidates volunteered for the board. The board members are Ben Lablance, Patrick Manteiga, Maria Verderber, Chris Jaramillo, Ted Grevencamp, Sajeev Varki, Brian Westmoreland and John Fox. Board members receive between 48 to 36 votes. The board discussed recruiting additional members. Motion to accept the election results was made by Manteiga, second by Williams. Motion passed unanimously.
5. Election for officers was held.
Manteiga motioned for Lablance for President. Fox seconded. Motion passed unanimously.
Manteiga motioned for Westmoreland for Vice President. Williams seconded. Motion passed unanimously.
Manteiga motioned for Jaramillo for Treasurer. Williams seconded. Motion passed unanimously.
Williams motioned for Manteiga for Secretary. Jaramillo seconded. Motion passed unanimously.
To be compliant with the requirements for our new insurance policy Manteiga explained that the board would need to adopt a policy of requiring two signatures, one from the treasurer and the other from the president, for checks over \$2,000. Also required is the vice president reconcile the bank statements and the bank statements be presented to the board at each quarterly meeting. Manteiga made a motion to approve the new requirements and John seconded. Motion passed unanimously.

6. Manteiga motioned that Ben Lablance and Chris Jaramillo be added as signers to the Frances Arbor Villas Homeowners Association, Inc. bank account at TD Bank and that Meagan Perry and Ted Grevenkamp be removed as signers to the account. John seconded the motion. Motion passed unanimously.
7. Fox reported on the results from mailing 14 letters to HOA members regarding violations. After the letters were received 7 homeowners immediately addressed the concerns and one homeowner requested more time for repairs. After a second letter 3 more homeowners complied.
8. Fox reported our HOA attorney's letter to the homeowner renting their house as an Air BNB was effective and the house is no longer being advertised.
9. A roof replacement at 6419 Jacqueline Arbor Dr. was approved.
10. Sara Williams, while no longer on board, agreed to continue to design the newsletter and to help whoever is next in charge of the annual picnic.
11. The next meeting will be held on January 12, 2026 at 7 PM at the home of John Fox.