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# Cliveden HOA Meeting Minutes

Monday, 04.04.2022

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## Attendees

Jeff Goldman, President  
Angelic Acevedo, Vice President and Architectural Chair  
Michelle Goldberg, Treasurer  
Danielle Oxley, Landscape Chair  
Elizabeth Brush, Secretary

## Agenda

### Last Meeting Follow-up


Initial Meeting

### New Business

1. Introductions
2. Descriptions of Board Positions
3. Appointments of Positions and Confirmations
4. Duties and Conduct of Board Members
5. Review of HOA Financials
6. Overview of CHOA Landscaping
7. HOA Website and Communication
8. Action Items

## Meeting Notes

1. Meeting members were introduced:
    - a. Appointed President Jeff Goldman of Cliveden Estates
    - b. Michelle Goldberg of Cliveden Estates
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- c. Elizabeth Brush of Cliveden Estates
    - d. Angelic Acevedo of Cliveden Estates
    - e. Danielle Oxley of Eagle View
  2. Jeff Goldman, President, explained the history of the Cliveden Homeowners Association (CHOA), the retirement of former President Fran Poole, and the necessity to form a full Board, as per CHOA bylaws, to fulfill the required responsibilities of the Association, and for the betterment of the community.

Mr. Goldman detailed the various positions as outlined in the HOA documents, and discussed the responsibilities and duties of each position within the Board.

3. The positions were proposed as follows:
  - a. Jeff Goldman, President
  - b. Angelic Acevedo, Vice President and Architectural Chair
  - c. Michelle Goldberg, Treasurer
  - d. Danielle Oxley, Landscape Chair
  - e. Elizabeth Brush, Secretary

Each Member was proposed for the above positions and voted for by appointed president, Mr. Goldman, and fellow present Members. All positions were confirmed unanimously.

4. Mr. Goldman reviewed the conduct and expectations of each Board Member, and all Members agreed to abide by all rules as outlined in the bylaws, and to uphold the positions to the best of their ability.
5. The HOA financial statement was reviewed by the Board, and the transfer of the Duties of Treasurer to new Board Member Ms. Goldberg was discussed. A meeting between the existing bookkeeper, Hank Conicelli and Ms. Goldberg was proposed to discuss details and facilitate the transition.
6. Mr. Goldman discussed the current state of the CHOA landscaping contract and suggested an introduction with the current landscaper and Ms. Oxley, Landscape Chair. The maps of Cliveden Estates and Eagleview were reviewed and all common areas discussed. The maintenance responsibility of the CHOA drainage basin was brought up, and Ms. Oxley stated that she would look into it further.
7. The state of the HOA website was discussed, in addition to the desire to increase neighborhood involvement and communication. Ms. Brush discussed further developing and amending the current website to include information about Board Meetings, goings-on in the neighborhood, and possibly an online payment tool for HOA fees. The association's social media account was also discussed and will be looked at for further development. Ms. Oxley added that a current email list of homeowners in Eagleview has been established and may be helpful in HOA communications.



## Action Items

1. Ms. Goldberg will meet with and discuss the financial state and details of the HOA account with current bookkeeper, Hank Conicelli. The specific details on the transition will be determined afterwards.
2. Ms. Oxley will communicate with the current Landscaper to discuss the status of the landscape contract, and to determine if the current contractor will be retained, or if it might be in the best interest of the Board to seek a new Landscape Contract.
3. Ms. Brush will begin to improve the HOA website and work on a system to reach all HOA Members for Board updates and meeting details, and general communications.