

Rockwell Farm HOA

Meeting of Directors Agenda

December 2, 2018

Board members present:

Jacob Neal (President)	<u>J. Y. Neal</u>	12/2	4:06 pm
Bill Bannow (VP Grounds)	<u>Bill Bannow</u>	12/2	6:00 PM
Shannon Lutterman (VP Pool)	<u>Shannon Lutterman</u>	12/2	3:30 pm meet prior to
Erin Favier (Secretary)	<u>Erin Favier</u>	12/2/18	4:00 pm
Jim Dudley (Treasurer)	<u>Jim Dudley</u>	12/2/2018	

*NOTES: VP POOL REVIEWED & APPROVED PRIOR TO MEETING, VP GROUND REVIEWED & APPROVED AFTER MEETING. BOTH COULD NOT ATTEND DUE TO FAMILY OBLIGATION. J. Y. NEAL (PRESIDENT)

President Notes:

The Board of Directors is a group of unpaid volunteers who stepped forward to help the HOA maintain the common areas and enforce restrictions in order to increase property values and improve neighbor relations. All current Directors have jobs and young children and no extra time. Per the HOA Bylaws, the Board has the power to hire a manager and prescribe their duties. The Rockwell Farm Covenants also include provisions for the HOA working with professional management. This Board shall set the direction of the HOA and provide oversight for a professional management company.

12/2/18
6:05 pm

All members of the previous Board present at the October 21st 2018 Annual Meeting recommended hiring a professional management company. At the current \$300/Member/Year dues rate, funds are available to hire a property manager without raising dues.

Hiring a management company to provide financial services (not full management services) will:

- Decrease the day-to-day burden of operating the HOA
- Improve financial organization and record retention
- Systematically carryout dues collection
- Provide assistance with budget creation and long term planning
- Free up Board time to focus on improvements
- Improve Board-to-Board transitions
- Ease the filling of Board positions with qualified applicants.

We are grateful for the previous Board's service to the HOA, however, several issues were identified during the October 2018 transition which will be improved by hiring a professional management company. These issues include the following:

- No transition plan
- No updated homeowners list in an accessible format
- Outdated Gmail contacts directory
- No Annual financial audits have been performed as required by the Bylaws
- Outdated Bylaw sections
- No functional Pool, Decorating, or Welcoming committees (due to lack of participation)

- No maintenance, violations, complaints, title request, or vendor logs
- 8 Delinquent 2018 HOA member dues and 1 delinquent 2017 member dues
- No Fall fest planning
- Incomplete Pool House repairs from January 2018
- Approximately 50k of savings in noninterest bearing account

The Bylaws' Article IV "Meet of Directors," Sections 1 and 2 allow for regular meetings of Board of Directors without notice and for special meetings at anytime by contacting the Board members.

The Bylaws' Article V "Powers and Duties of the Board of Directors," Section 1e allows for the Board to "Employ a manager, and independent contractor, or other such employees as they deem necessary and prescribe their duties.

The 2nd Amended and Restated Restrictive Covenants for Rockwell Farm Article 7 "Mortgagee Rights and Governmental Regulations," Section 7.6b prescribes contract term limitations for "professional management for the Association."

Selection of Professional Management Company to provide Financial Services to the HOA:

Multiple management companies have been evaluated. The companies were down selected to three. Bids were received from Wise Property Mgmt, HOA Mgmt, and Fennell Property Mgmt (FPM).

- Prices and details:
 - Fennell Property Mgmt (\$445.00/month + \$300 startup)
 - Additional contract info from follow up emails:
 - Initial contract length?
 - One year
 - Auto-renew?
 - Yes, unless renegotiated
 - Standard yearly price increase?
 - No, usually renegotiate every few years as needed
 - Is there a maximum price increase?
 - There is no price change unless agreed upon by both parties
 - Required notice to cancel the contract?
 - 30 day cancellation at any time – no fault, no retribution periods, etc. Apparently this is better than the industry norm.
 - Wise Property Mgmt (\$581.75/month + \$1000 startup)
 - HOA Mgmt (\$447.50/month + \$1000 startup)
- Having evaluated the three bids, the Fennell Property Mgmt bid offers the most services for the lowest price. They also have good Google reviews. Their references were checked on 11/14/18 (see below).
- FPM References:

Roy Thornley – Admiral's Landing Community Association President

- FPM provides financial services including dues and delinquency collection
- Very happy with the service and responsiveness
- Hank, the owner, is always available and helpful
- Has greatly eased Treasurer's duties and transitions

Cristina Carbajo – Campbell Creek HOA President

- FPM provides financial services including dues and delinquency collection
- Also, handle any neighborhood violations so that the members do not direct anger towards the Board
- Very happy with the service and responsiveness
- Really likes working with Hank, the owner
- Has greatly eased Treasurer's duties
- Also, recommended HOA attorney Luke Durham. Said that he has performed very well for their HOA.

Vote to start a one contract with FPM:

- SIM DUDLEY made motion to hire FPM to provide financial services to the Rockwell Farm HOA for a contract period of one year given the stated rates and inclusive of the services outlined in the FPM quote from November 12, 2018.
- ERIN FAVER seconds the motion
- President/Chair restated the motion and put the motion to a vote.
- President/Chair announces the result of the vote.
 - The motion passed with 4 out of 5 votes by the Board of Directors.

MAB 12/2/18 6:00 PM
 SIM 12/2/18 6:00 PM.
 (PRESIDENT)

Other Items

- Planning of a holiday event, in the past there has been a lady's luncheon and/or cookie decorating event for kids
- Preparation of a Winter Newsletter for December issuance
- Tree removal quote for fallen tree between 302 and 312 Rockwell Farm Ln common area
- Treasurer to arrange a CPA audit of HOA finances at transition
- Report on current Pool House status

Meeting adjourned at 4:50 p.m.

I Shauna vote for the motion
 to hire FM. SL

I, Bill, vote to approve this motion
 MAB