

Board members present:

Jacob Neal (President) x
Barbara Pyle (VP Grounds) x
Kathy P (VP Pool) x
Jennifer Purvis (Secretary) x
Kartik Ramachandran (Treasurer)

Members present:

 Katie Hoepker _____

Meeting called to order at 6:00 p.m.

~~Approve previous meeting minutes from xxxxxx. These will be posted to website.~~

After the meeting, notes will be added to printed agenda in red font.

President's Notes:

- Today's meeting will be focused on:
 - Ballot count
 - Assigning roles
 - 2022 - Current Budget review
 - 2023 - Proposed Budget review and approval if in agreement
 - Ongoing and new projects review

Count Ballots & Assign Roles (18 ballots required):

- Tally ballots and store in pool house closet
- 21 votes for Jacob Neal
- 21 votes for Ashley Tate
- Jacob Neal selected to be President
- Ashley Tate selected to be Treasurer
 - *Note that most of the Treasurer's duties are handled by FPM, so we would like Ashley to assist with Pool and Grounds duties.*

2022 Budget (As of Dec 8th)

- Delinquent
 - Pence – owe \$1048
 - Does Board approve applying a lien? Yes
 - Goodacre – owe \$300
 - Shishtawy – owe \$275
- Checking = \$16,780.34
- Reserve = \$56,649.54
- Income = 98.66%
- Total Expenditure to date = 100.85% (we are slightly overspent but we can reduce the \$5000 transfer to reserve to compensate)

2023 Proposed Budget Review

- Review line items with Board

- Suggested modifications: **__All Board members present recommend increasing dues by \$25/home to cover inflationary increases primarily in Grounds and Street Light Maintenance costs. Dues have not been increased in approximately seven years. Dues are increasing from \$300 to \$325/home.**
- Vote to approve (Record those in favor)
 - **_ Neal _____** Recommends that budget be approved
 - **_ Purvis _____** Seconds the recommendation
 - Those in favor **_ 4 _**
 - Those opposed **_ 0 _**
 - Budget **Passes/~~Fails~~** (circle one)

Issued raised by Members:

- Still have issues with speeding on Rockwell Farm Ln
 - Tudor Garbulet (318 Rockwell Farm Ln) has volunteered to work with the county to install speed humps on Rockwell Farm Ln and potentially Heathland and Pine Meadow.
 - Does the Board approve the installation of speed bumps pending Board approval of the final locations?
 - Those in favor **__ 4, with Board approval of hump locations and design**
 - Speed bump proposal **Passes/~~Fails~~** (circle one)
- Owners have requested installation of reflectors on the entry island curbs. Neal recommends installation. Discuss, formal vote not required
 - **Notes: Board will work on reflector installation, Pyle to lead.**
- Owners have requested an updated online contact list. We will need people to opt in. Discussion
 - **Notes: Board is concerned with potential misuse of a HOA directory and wants to look into options for an updated Facebook or social type account. If we do create a public directory a form will be sent to all owners to provide any information that they would like viewable. The issue is tabled until the next Board meeting.**
- Website needs to be simplified and updated. Discuss hiring company to rebuild site.
 - **Notes: Board approved hiring a company to update the website. Board will gather quotes. The site is currently hosted by Wix and is paid by Neal's credit card. This needs to be switched to a PO for annual processing by FPM.**

Focus Projects for 2023:

- Update pool house camera system (still swapping out cameras). Need to hire an electrician to complete the install. We have used Fleenor in the past.
- Upgrade entryway cameras to improve security
 - Fleenor installed pool house system probably best to use them again
- Board is interested in upgrading entry signage.
- Explore possible pool replacement costs now that the existing pool is approaching 25 years of age and subsystems are beginning to fail
 - Check with TOF if additional parking would be required if the pool was expanded.
 - Kathy P already examined the land usage and setback concerns. We have sufficient space to expand the pool.
- Neal to work with Attorney to determine if a more automatic process for lien placement can be created.

Pool & Pool House (Kathy P):

- **Primary Tasks**
 - Maintain pool water level
 - Check pool house cleanliness and roll out trash on Sundays

- Distribute keys and maintain pool house access list on control PC in storage closet
- Recent Accomplishments:
 - Prior to season, replaced keyfob control computer
 - Continued to clean and organized pool house
 - Repaired steel gate hinges and closure spring
 - Repaired women's bathroom door
 - Repaired brick columns

The following pool house repairs are needed:

- Rekey the front door handle to match the deadbolt
- Create annual PM (Periodic Maintenance) list to paint fence and repair caps
- Finalize quote for fill timer valve installation
- Label electrical breakers
- Install wifi router if desired, TDS is providing free fiber service which is already run into the equipment room
- Service HVAC unit
 - Unit was found to be in a failed state at 12/20/22 meeting.
- Form Pool Committee if desired
- Refill or replace fire extinguishers
- Brick columns on corners of pool fence are leaning outward, need to relevel and reattach to the metal fence.
- Need to replace two front pool house windows, however, they are still holding at this point

Grounds (Barbara Pyle):

- Primary Tasks
 - Maintain the street lights, entry way, and greenways
 - Work with the landscaper and sprinkler companies
 - Facilitate tree removal
 - Ensure that all designated areas are being consistently mowed and trimmed
 - Ensure that the front entrance is well mulched, mowed, and weeded. This is the most important of all the common areas.
- Recent Accomplishments
 - Decorated entry for Fall and Christmas
- Projects
 - Evaluate new landscaping companies
 - Existing Superior landscaper is sufficient but difficult to communicate with
 - Need contract for monthly service given existing mowing areas
 - Select dead trees around walking path that may fall on the path and have them removed
 - Need an additional walking path entry restriction pole at top circle of Rockwell Farm Ln?

Secretary Updates & Committees (Jennifer Purvis):

- Primary Tasks
 - Check the HOA gmail regularly
 - Take pool house reservations
- (Optional) Prepare and distribute Quarterly newsletters
- (Optional) Reach out to neighbors and form/confirm committees:

- Welcoming Committee: Greet new neighbors, provide welcome letter, pool key, small gift with logo, and information request form
- Social Committee:
 - Neighborhood Yard Sale (April)
 - End of School Pool Party
 - Fall Festival

Treasurer:

- **Primary Tasks**
 - Review FPM monthly budget reports
 - Assist President with annual budget prep

Complaints & Violations (President will work):

- Board agreed that FPM should be hired to enforce HOA restrictions
 - Need to hire an attorney to write an enforcement policy, then Board will approve and FPM will enforce
 - FPM will review all of the homes twice per year and provide list of offenses
 - Board will review the list than FPM will send letters and follow up on a time a material bases. Board will monitor costs during startup period to ensure it is within budget
 - FPM provided cost estimate of \$1000 annually perform 2 reviews and send letters
- Primary items to look for:
 - Moldy siding
 - Missing shutters
 - Faded grey mailboxes
 - Extremely overgrown yard/shurbs or landscaping beds
 - Visible boat, trailer, or RV storage

Capital Improvements:

- Replace the marquis letter board and letters. Would we like to switch to a Dry Erase board - Need second quote

Additional Items:

- Long term capital projects:
 - HOA lot on Autry Lane, why do we have it?
 - HOA property behind upper Rockwell Farm Ln houses is completely isolated and of no use as communal greenway. Can this property be sold?

Closing Items:

Meeting adjourned at 7:00 _____ p.m.