

Seven Ponds HOA conference call agenda – Apr 19, 2022

To Do's from prior HOA conference calls:

Action Item	Who's Responsible/due date
Finalize pond contract	Theresa/ 4/30/2022

Near term issues/priorities:

1) Board of Directors and Officer position vacancies

- An HOA Election will need to take place prior to Q1 2023 in order for the terms of the BoD members and Officers to be extended.
- Appointing officers: **President** is the "project manager", making an agenda and following up on the status of action items. Also is responsible for signing contracts. **Vice President** takes over for the president if the president is unable. **Secretary** takes notes at meetings, maintains the HOA email and sends out communications to members as necessary including sending welcome letters to new residents and notifying the board of any other communications. **Treasurer** monitors the finances of the HOA, signs checks, fills out tax forms, and provides a monthly reconciliation report to the board. See https://sevenpondshoa.files.wordpress.com/2010/07/seven_ponds_hoa_bylaws1.pdf (pg 10-11)
- **President** – Jake Luby
- **Vice President** – Preeti Deka
- **Secretary** – Maran Bush
- **Treasurer** – Rachel Moore
- **Scheduling an election?** Septemberish annual meeting? Will do then. Maybe do in the park with potluck? Regardless will send out proxies for voting.
- Maran to send the HOA email log in info out to the new board. Jake mentioned setting up a shared file space for HOA documents. He will look into this.
- Maran to draft a newsletter to residents regarding the new board, etc.

2) Lawn Maintenance

- Would anyone like to take on being the contact for the lawn maintenance contract? Mike has volunteered to stay on as a point of contact as well. Jake will take over this. He would like Mike to come on the first walk around. Jake will reach out to Mike.
- Would anyone like to take on being the contact for Peter Doran to complete the remaining landscape work? Jake will take this on as well.

3) Dues status –

- **Status of 2022 annual dues payments and payment plans?** 3475 Holly Ln. is the only property that has not yet paid 2022. Maran to follow up with them.

4) Financials update

- Maran will work with Rachel to set up an appointment with Wells Fargo to add her to the bank account and remove Steve Haskamp. Will then transfer any financial files.

5) Any other HOA resident/member related issues to discuss?

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6) HOA Board/Officer Handbook and To-Do Calendar to help facilitate future Board/Officer transitions.

- Please review

7) HOA Dissolution Feasibility study:

- Maran sent out. Please review.

8) Fence issues

- Does anyone want to become the contact for T&D regarding the removal? Maran will be point person for this.

- Is this board willing to enter into a contract with the 2 residents to maintain the fence rather than remove it? Tabled until our next meeting. Maran will send out the draft of the contract for board to review.

9) Pond treatment

- Jeff Baenan on 32nd has requested an additional bid for the pond behind his home. Did we get a bid? They are refusing to do pond #5 and their supervisor will come out and look at it for access. There is a 10% discount for treating at least 4 ponds. Theresa will know more on Wednesday this week (hopefully). The HOA owned ponds will cost \$2,255 to treat.

10) Word press site

- Who would like to take over from Mike? Mike sent information to Jake.

Next meeting date: Thursday, May 12th at 7:00

To Do's:

What:	Who's responsible/due date
Pond treatment contract – finalize, sign, coordinate resident billing and collections.	Theresa/ 4/30/2022
Send out fence contract to board for review	Maran/ 4/21/2022
Send email address log in to board	Maran/ 4/21/2022
Contact Mike to set up walk through of landscaping with Midwest Landscaping	Jake/ 4/30/2022
Set up meeting with Wells Fargo	Maran & Rachel/ 4/30/2022
Draft newsletter to residents	Maran/ 4/30/2022

Mike Larson's list of near-term and mid-term HOA priorities:

Action Item	Who's Responsible/due date
Pond treatment contract – finalize, sign, coordinate resident billing and collections.	Theresa Victorian/ 4/30/2022
Engage Peter Doran to finish landscaping project work – NW corner of Holly Ln and Medina Rd.	
Stay in touch w/T&D re fence removal project – Dunkirk to Everest.	
Schedule early season walk-through w/Midwest Landscaping.	
Transfer responsibility for Wordpress site admin from Mike to ??? Do we want to take action to force residents to receive updates from Wordpress site?	
Plan/schedule an HOA meeting w/election	
Insurance renewal – August 21. Renewal notice s/b sent to sevenponds gmail account.	
Before the next HOA meeting w/election, evaluate feasibility of and costs associated with getting sprinkler system back up and running.	
Before the next HOA meeting w/election, investigate what it would cost to have a firm help the HOA with dues billings, collections, etc. In a previous call or two, it was agreed that this should be looked into but nothing more has been done. Note that the HOA would still need a full complement of BoD members and HOA Officers even if the HOA engaged someone to help with the HOA admin matters.	

Before the next HOA meeting w/election, complete 3-yr financial forecast to determine if dues need to be raised. May need to increase them to \$250 per year.	
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