

Meeting Minutes Report

Meeting Purpose	Monthly Trustees Meeting	Date:	10/2/2007, 19:00 – 23:00 EST
Meeting Attendees	Neil Wheeler Len Fisher Ann Moore J.D Barlow Raveesh Dewan Karen Bruns Meg Patton	Location	Len's House

Meeting Minutes:

1. Len called the meeting to order.
2. Karen Bruns from Crystal Valley came to the meeting to discuss what they are doing with a Block Watch Program. Deputy Vogel had sent Karen some documents that explained the Block Watch program. They were considering starting the program due to having some issues in the subdivision. She had several homeowners review the documents and they agreed to proceed with the program. They have 58 homes in the subdivision and have six Block Watch Captains. The Block Watch Captains were given the homes around them so that communication would be enhanced and they would feel comfortable talking to them. In the event that information needs to be distributed to the homeowners, Karen calls the Block Watch Captains and they call their assigned neighbors. The homeowners know to call Karen if word needs to be spread. Block Watch meetings have been successful, with the first meeting being a covered dish with 50 people in attendance. One problem is that the homeowners want Karen to make the police reports, but she cannot make the report due to not witnessing the crime. Karen stressed the importance of being accurate in your report so the Sheriff takes the complaint seriously. Also, the homeowner must be willing to file a report and press charges for the Sheriff to be able to do anything. They posted Block Watch signs in the subdivision that were \$24 apiece. The Township installed the posts for them. Karen views the program successful, as crime has been reduced.
3. We reviewed the minutes from the last meeting. Neil stated that the reference in point 4 in the minutes about the vandalism was changed and approved by the Trustees via email to have the word vandalism removed. The paragraph was reworded to more accurately reflect the conversation that occurred. The revised minutes were posted to the website last week. The Trustees apologize for this misstatement, and hoped the hard feelings this caused would be healed. Meg emphasized to the Trustees that if children are not behaving that the parents need to be notified. She suggested that before we leave the building, we should check on the condition of the building so there are no surprises. Raveesh stated that for child safety we should check before we leave. The minutes were accepted as corrected.
4. We discussed the Treasurers Report. There is \$36,760.71 in savings and checking. 404 homes are current with their dues. 40 are unpaid. There are 14 from 2006 not paid. We discussed extenuating circumstances for several homeowners. Len talked about the Collection Agency. He met the owner and was introduced to the people that were working there. Len signed an agreement with the company. Ann will provide Len with the list that we want to collect from, and Len will take them to the Collection Agency. Ann will send the updated financial .pdf to JD for posting to the website. Len asked about putting another \$15,000 into savings. Ann stated she wanted to wait until bills come in. We agreed that \$10,000 could be safely moved into savings. Raveesh suggested we establish dates for paying bills and transfer funds into checking, as we need it, in order to maximize interest. Raveesh has looked at the historic data and has determined the maximum of monthly bills is around \$6,500. He suggests that we keep around \$8,000 in checking to cover bills, and everything else be in savings. Income will continue to be deposited into checking first, and transferred out so it easier to account for. All agreed that Ann can make the call for transferring funds when checking gets too high. The Treasurers report was accepted.
5. We discussed the 2006 Audit. Raveesh completed the audit from the paperwork that was provided, but needs to review the results with Ann to confirm assumptions and answer some questions. When Ann and Raveesh have met, a report will be presented to the Trustees.
6. We discussed the status of the 9-acre parcel. Ann provided an update. The committee has lost two people and the first meeting is on Thursday. Ann is working on getting a few people more to be on the committee. Ann cannot be at the meeting on Thursday, so Len volunteered to be there to kick off the committee. Ann wants the committee to research the ideas and present their findings to the Trustees. The intent is that the committee presents their findings to the Association once they are complete. Raveesh is looking for others to be on the committee that are from the back of the subdivision. We discussed that once the committee findings are presented, we will post the findings, and then ask the homeowners what their preference would be.

7. We discussed dues collection for overdue bills. 2006 past due will be turned over to the Collection Agency. A final notice for 2007 dues will be sent in November, and any that have not paid by December 31 will be turned over to the Collection Agency. We want to take care of all dues in the calendar year so we can close the books. All agreed to this approach.
8. We discussed the Ash Trees. Len has a bid from Green Shoes to remove the Ash trees and replace them. The bid is for \$15,000 but the price could be reduced if we have them do some of the work over winter and choose cheaper replacements. The plan is to remove them from the ground before the freeze, remove the wood from the property during the freeze, and replant after the freeze. We discussed a replacement guarantee of at least one year and billing for three events. The billing should be for tree removal, one for wood removal, and one for tree planting. This will give us 6 months to choose which trees we want. Len will follow up on the three payments and the guarantee. To spend the money this year, we have to bring this up at the November General Meeting and have a committee approve the spending, since this is non-budgeted expense.
9. We discussed Ryan Hardy. The golf outing made \$899 dollars that will go to the Hardys. Marty asked the Hardys how to get the money to them. They said to go through Huntington or directly to them. Ann will write a check for the \$899 and give the check to Marty to give to the Hardys. All agreed.
10. We talked about the sprinklers for the South Entrance. Neil reviewed the bids with the Trustees and recommended we go with Sprinkler Doctor. Len will check with the Better Business Bureau to get references. Len and Neil will negotiate the contract with the selected vendor. Raveesh asked about discounts from the vendor. Neil said he would bring this up during contract negotiation.
11. We discussed the lawn care bid process. Neil gave an update. 18 bids were sent out, and five have responded. Neil discussed the bid package details, and agrees they are very stringent. Hopefully the bar is not set too high. The deadline is 10/31/07, so once the bids come back, Neil will summarize and make a recommendation to the Trustees (as he did for the sprinkler work). Neil discussed getting the church's permission to put sprinklers on their property (since the entrance signs and mulch beds are on their property). Additionally, we have agreement that the HOA will only mow from the street to the fence and the church will mow behind the fence. Neil has an email form the church giving permission to put in sprinklers and agreement on the mowing.
12. Meg brought up that the township zoning prohibits trailers on property and provided a form that can be sent to the zoning board for complaints. The Trustees will incorporate this form into the process for dealing with trailer complaints.
13. We discussed the catch and release signs. We discussed that we will need 16 signs and possibly posts. All agreed that we proceed with the signs for up to \$200 of expense.
14. We talked about the bench refinishing. Len has been unable to get with Becky, so he contacted Luann Dove, since her girls have expressed interest in doing the work in the past. They will do the benches for \$75 per bench. We discussed whether new benches could be purchased for practically the same price. Len will ask Luann to not start until after 10/10 so we have time to find out if we can replace them cheaper.
15. We discussed the 2008 Budget Process scheduling. Ann emailed the committees for budget input. Social Committee activities are intended to be self-funding so minimal dollars are required. The Landscaping Committee needs to talk about fence post requirements. Len, Ann, and Andy will develop the budget and will schedule a review with the Trustees in December. Ann brought the need for storage, as we have HOA items being stored in various garages. Ann will investigate prices for storage. Len volunteered to keep the signs.
16. We discussed Trustee responsibility and committee assignments. Len noted that Ann has a lot of responsibility and suggested that she split her duties. Ann stated that it is difficult to split the duties out except the dues processing. All agreed that the 2008 dues will require a little different approach and committee will be formed to help take care of dues processing. Raveesh asked about what should be done for the committees. Ann stated that the Trustees are to contact their committees for update in the meetings.
17. We discussed the Block Watch Program. All agreed that the Sheriff will be invited to discuss the program at the next General Meeting, and ask for a homeowner volunteer to head up the program.
18. We discussed the newsletter. All were appreciative of JDs efforts. Name and addresses need to be added to the back for mailing. It was also requested that we add a Boat and Trailer and Block Watch Program leader articles. JD will get it printed in the next few weeks. Len suggested we fold and stamp them ourselves. Ann will create labels, if required, and we will self stamp them if it is cheaper.
19. We reviewed the Action List. Updates are documented below.
20. We discussed the new Property Upkeep and Use Committee. All agreed the committee should be formed. Until we find a chairperson, a Trustee will need to lead the committee. Neil will take this

- responsibility and update the policy about the committee. Since trailer and camper parking is prohibited by the Township Zoning, Neil suggested that we refer all trailer complaints to the Zoning Board. All agreed.
21. We discussed the website. Raveesh discussed the portal that is approximately \$120 per year (which is about what we pay for the current website). Emails can be available for homeowners, if they want. We can also have a secured area that it is password protected. Neil suggested that Raveesh and JD get together to propose a solution. All agreed. JD and Raveesh will present at the next meeting. Neil asked that processes around website update be developed.
 22. We discussed the fence lawsuit. Len reported that our attorney will meet with Len tomorrow to decide how we want to proceed with the lawsuit.
 23. We discussed the wall cave-in at the north entrance. Neil and Len will meet at the entrance at 9 on Saturday to start the repair. All are invited to help.
 24. Raveesh asked about the back entrance into the subdivision. Len explained that there was a plan to build a cut-through with the re-routing of Lewis Center Road, but the project was cancelled. There is now a plan for a bike entrance, but not auto entrance. There is a long-term plan for a connection to Lewis Center, but nothing in the near future.
 25. Raveesh asked about procedures for the Trustees. Neil stated that we are trying to do this via Trustee Policies. Len stated that the way to learn how to be a Trustee is coming to a meeting to see what happens. Neil will send the title of a good book for everyone to read to help with Trustee responsibility.
 26. Raveesh stated that we need to find ways to involve more people in the HOA business. We need to find ways to find people's strengths and leverage those strengths. Ann stated that most people believe they do not have time to be involved. We need to find out how to make people feel they belong to the community. The Block Watch and the newsletter are good first steps toward this.
 27. We discussed the numbering system for VAC Common Area parcels. We need common identification documented so that we can identify the common areas to landscapers and others. Len will get copies of the parcel map for putting numbers on and distribution. All agreed.
 28. We discussed the next meeting. It will be November 13 at 7:00 at Len's. The General Meeting is tentatively schedule for December 5 unless there is a school conflict. Everyone is to check the calendar for school events.
 29. The meeting was adjourned.

Issues / Action Items:

Issue/Action	Owner	Status	Comments
Explore options for the nine acres	Ann	In Process	Committee has been formed.
Phase One Storm Sewer Maintenance	Neil	On Hold	Will bring this up in 2008.
Rental Home Guidelines	Scott Crow	In Process	An updated list of HOA contacts in the area was provided to Scott for additional research.
Remove mounds from the street signs	Neil/Mark	On Hold	This will be done next year after the dirt has time to settle.
Contact Green Shoes about ash tree removal and replacement	Len	Completed	
Speak to the affected homeowners and get feedback on the Library proposal and other options	Ann	In Process	This will be done by the committee
Send electronic version of committees and assignments to JD	Ann	Completed	
Post committee information on the web site	JD	Completed	
Audit the 2006 books	Raveesh/Ann	In Process	
Get quote on bench staining	Ann/Len	Completed	

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Issue/Action	Owner	Status	Comments
Place appropriate financial information on the website	Ann	Completed	
Follow up with the lawyer on the status of the lawsuit	Len	In Process	
Add pond pumps/fountains on the project list	Ann	Completed	
Put the project list on the website	JD	Completed	
By-Law changes to restrict Trustee powers	Trustees	On Hold	
Decide on a Block Watch. Need a homeowner volunteer to head the program	Trustees	In Process	Sheriff Davis and/or Deputy Vogel will be at the December General Meeting to discuss the Block Watch Program
No Parking at the South entrance on Parklawn	Neil	In Process	Neil to contact the Township
Draft Survey Letter for the nine acres	Raveesh	Completed	
Review Deed Restrictions	Trustees	On Hold	Waiting on nine-acre decision
Invite someone from Chrystal Valley to discuss how they got started and the work involved	Len	Completed	
Invite Deputy Vogel and Sheriff Davis to the November Meeting	Len	In Process	
Determine date for next General Meeting	Trustees	Completed	The next general Meeting is 12/5/07
Demo a new web site tool	Raveesh/ JD	In Process	
Decide about pictures of the Trustees on the web site	Trustees	On Hold	
Verify JD and Raveesh are on the website email list and have access to update the website	Ann	Completed	
Ask Shannon to update the signs with Saturday garbage pick-up information	Ann	Completed	
Create details specifications for the South Entrance Sprinklers	Neil/Len	Completed	
Get quotes for the South Entrance sprinklers based on the detailed specifications	Neil	Completed	
Work with the Committee Chairs to ask for input on the budget	Ann	In Process	
Contact the Committee Chairs to notify them of the changes of Trustee sponsorship	Trustees	Completed	
Repair North entrance retaining wall	Neil	In Process	
Update website for ease of use and finding information	JD	In Process	
Add Upkeep and Use Committee to the Committee List	Ann	In Process	
Communicate new responsibilities to the Architecture Review Committee	Len	In Process	

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Update Property Upkeep Communication Policy	Neil	In Process	Add confidentiality and remove Architecture Review Committee
Get a quote for 8 catch and release signs	Neil	Completed	
October newsletter	JD/Ann	In Process	
Follow up with Green Shoes on the tree guarantee and 3 billings	Len	In Process	
Provide 2006 past due homeowner names to the Collection Agency	Ann/Len	In Process	
Provide an \$899 check to the Hardys	Ann/Marty	In Process	
Contact Better Business Bureau for Sprinkler Doctor references	Len	In Process	
Contact Sprinkler Doctor and begin contract work	Neil	In Process	
Order and install the Catch and Release signs	Neil/JD	In Process	
Determine if bench replacement is cheaper than refinishing	All	In Process	
Refinish or replace the park benches	Len	In Process	
2008 budget development and presentation to the Trustees	Len/Ann/Andy	In Process	
Determine next steps with a storage unit	Ann	In Process	
Look at distributing the dues collection and monitoring for 2008	All	In Process	
Document the website update processes	JD/Raveesh	In Process	