

Meeting Minutes Report

Meeting Purpose	Monthly Trustees Meeting	Date	11/13/2007, 19:00 – 23:00 EST
Meeting Attendees	Len Fisher - Trustee Neil Wheeler - Trustee Ann Moore - Trustee J.D Barlow - Trustee Raveesh Dewan - Trustee Meg Patton - Homeowner	Location	Len's House

Meeting Minutes:

1. Len provided bills from the PO Box and documentation from the Collection Agency to Ann.
2. Len called the meeting to order.
3. We reviewed the minutes from the last meeting. Len asked about the church property and why we asked for their permission to put in the sprinklers. Neil stated that they own the property that the sign and beds are on (the North side of the Southern entrance). The minutes were accepted. Neil will send JD a copy to post to the website.
4. We discussed the Treasurers Report. We are at 75% of the budget. With only one month left, we are in good shape. We will go into next year with a surplus, which is what we need until the 2008 dues start coming in. The two items we are over budget on are electric and the street signs. After discussion, there was no clear reason for the overage in electric. Ann has not yet transferred the \$10K to savings, but will do so. We have a total of 33 delinquent accounts and the 7 delinquent accounts from 2006 were sent to collections. We have collected 93% dues for 2007. We discussed a past due account that declared bankruptcy. Len will follow up with the judge to find out if we need to file anything with him to be paid. The Treasurers report was accepted.
5. We discussed the 2006 Audit. Raveesh is not done and needs Ann to provide a few more documents for him to complete the audit. Raveesh will send Ann a list of the items that he needs to complete the audit. Meg recommended that whatever the final report looks like, it needs to cross foot for clarity. Meg suggested that the report cross-foot so that everything adds up and matches, to help reduce questions from the homeowners. All agreed that we would provide an update to the homeowners at a General Meeting, and post the report to the website. Questions from the homeowners will be handled on a case-by-case basis. JD asked about an accounting package instead of spreadsheets. Ann stated she looked at using Quick Books in the beginning, but it was overkill for what we need, so she just developed the spreadsheets.
6. We discussed the 2008 Landscape Contract. Neil reported that the specifications were documented, a bid package was created, and the bid package was sent to 18 vendors. Neil requested that the bid package be put on the website so that the homeowners can see what we expect from the landscape vendor. All agreed. Neil stated that the specifications for 2008 were the same as 2007, but there were some clarification and emphasis put on the tree and bed care and reporting from the vendor (as these are areas that need to be improved). Neil stated that he had met with the church to agree upon what we would be responsible to mow. We will mow the street frontage up to the fence. Neil presented the results from the bids that were received. The Landscape and Maintenance Committee wants to call back the top two choices and then make a decision. The Committee will do this final interview after Thanksgiving. All agreed with this approach. Len asked to be a part of these meetings. Neil recommended that the green space that abuts the Parklawn and Morningside lots (the western portion of the 9-acre tract) be taken care of just like the other green spaces that abut homeowner property. There was discussion and a motion to cut 4 acres weekly behind Morningside and Parklawn. The motion passed.
7. We discussed the Ash Trees. JD asked about the harm of leaving the large trees until they die, and just removing the smaller ones. Ann stated that if the trees die, then we have to cut the trees down and leave them on the property. Len believes that the large trees are infected. There are large trees around pond 4. Raveesh stated that if the trees are close to a homeowner's property then we need to let them know, as this will be a big change for them. Ann asked about the stumps, and we think the stump grounding is included. JD asked about the replacement tree for Park Circle. Len stated that the replacement for that tree is included. Meg asked about what kind of trees would be replaced. We will decide on what kind of tree will be planted when it is time to plant. Neil stated that there are a lot of details that have not been finalized to execute the cutting down and replanting. Once the budget for next year is approved, then we can decide how to proceed with this project.
8. We discussed dues collection for overdue bills. In November, a final notice will be sent and all 2007 dues that have not been paid will be turned over to the collection agency. We discussed that the Collection Agency will take their fee from the payment.

9. We discussed the status of the 9-acre parcel. Ann provided an update. The committee met last week. They have divided the topics and are researching. Andy created a template for a consistent approach of reporting. They are setting up informational meetings at the Orange Township Building to meet with the interested parties and details with the committee (Library, pole barn builder, pool builder, HOA that has a pool, etc.). They are trying to have the first meeting in November. The committee is doing a good job and trying to be thorough. The next meeting is late November/early December. Len asked about minutes. Ann said she did not have the minutes from the last meeting.
10. We discussed the Welcome Committee. There was no report.
11. We discussed the Block Watch. Len invited Office Vogel to the November 28 meeting. Len suggested we be proactive in finding a Block Watch Leader, so JD will send an email asking for a leader of the program.
12. We discussed the new maps that Len had made. Len passed out the maps of the subdivision. Neil will have the other copies, if anyone needs one.
13. We discussed the VAC website. JD has done an excellent job of reorganizing the website. The Lost and Found section was added. We discussed that if posters are put on poles, we need to contact the owner and let them know the Lost and Found is available. Raveesh wanted to know what everyone thought of the portal. Ann stated we wanted to have a public area and a private area for homeowners in good standing. The portal will be more interactive for special links. JD felt there was a lot of work to transfer to a new package. Meg suggested that we get hit rates to determine if it would be worth our while to change. JD is trying to determine from Adam how long we have subscribed for the current service. JD and Raveesh will continue to research and make a call on how we want to move forward. We discussed how passwords and a protected site could be used.
14. We discussed the new Property Upkeep and Use Committee. Michael Orndorf and Aaron Dominey have volunteered to be on the committee. We have had issues getting together to discuss the committee purpose and processes. They are reviewing the policies and template letters. Hopefully the committee can meet the week of December 3. Ann suggested that a policy be developed to address whether swing sets and basketball hoops should be submitted for approval by the Architecture Review Committee. Neil will develop this policy and submit to the Trustees for approval. We discussed two homeowner complaints. One was concerning a pool that, in the opinion of the homeowner, does not have proper landscaping. Len will follow up with the homeowner. The other was concerning a swing set that is too close to the property line. Neil will follow up with the Committee to address this.
15. We discussed the agenda for the 11/28/07 General Meeting. The Block Watch will be the primary focus of the meeting. Neil suggested that we do the minutes, treasures report, 9-acre committee, and Block Watch. The Block Watch topic should be discussed first so the deputy does not have to stay around. We will ask for questions at the end of the meeting concerning status of other items, but we will limit the time. JD will send an email out the weekend before the meeting announcing the meeting, providing an update on items, and a link of the last Trustees minutes. Len has talked to Shannon about putting out the signs.
16. We discussed the 2008 budget process and scheduling. Ann will send an email to the budget committee to coordinate a meeting date. She has already sent a note to the committees asking for budget input. She is shooting for the first week of December to have the budget recommendation finalized.
17. We discussed the insurance renewal. The premium has gone down to \$1581. Len will contact Andy to let him know.
18. We discussed the fence lawsuit. Len left a message with our attorney today and asked for an update, but did not get a callback in time for the meeting. Len met with our attorney earlier and it was decided that we are going to require them to answer our suit. We do not know the court date.
19. Len asked about parking at the north entrance that Neil was to investigate. There was no update.
20. We discussed the wall cave-in at the north entrance. Neil, Len, and Don Shepherd did the repairs. Less than \$100 of gravel was required to support the wall after it was taken down and restacked.
21. We discussed the newsletter. JD did a great job on the newsletter. Marty did the copying and provided the bags. There was no expense to the HOA for the newsletter. JD is planning on Winter, Spring, Summer, and Fall newsletters. The next newsletter will mention the dues and the March meeting for Trustee election.
22. We discussed the storage unit. Ann has some storage unit prices and they are around \$20 a month. She will email the recommendation to the Trustees. She recommends that we choose the closest one.
23. Neil reviewed the Issue/Action List with the Trustees and updates are provided below.
24. We discussed the next Trustees meeting will be on 12/18/07 at 7:00 PM at Len's house.
25. The meeting was adjourned.

Issues / Action Items:

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Issue/Action	Owner	Status	Comments
Invite Deputy Vogel and Sheriff Davis to the November Meeting	Len	Completed	
Demo a new web site portal tool	Raveesh	Completed	
Work with the Committee Chairs to ask for input on the budget	Ann	Completed	
Repair North entrance retaining wall	Neil/Len	Completed	
Update website for ease of use and finding information	JD	Completed	
Add Upkeep and Use Committee to the Committee List	Ann	Completed	
Communicate new responsibilities to the Architecture Review Committee	Len	Completed	
Update Property Upkeep Communication Policy	Neil	Completed	Added confidentiality and remove Architecture Review Committee
October newsletter	JD	Completed	
Follow up with Green Shoes on the tree guarantee and 3 billings	Len	Completed	
Provide 2006 past due homeowner names to the Collection Agency	Ann/Len	Completed	
Provide an \$899 check to the Hardys	Ann/Marty	Completed	
Contact Better Business Bureau for Sprinkler Doctor references	Len	Completed	
Contact Sprinkler Doctor and begin contract work	Neil	Completed	
Order and install the Catch and Release signs	Neil/JD	Completed	
Explore options for the nine acres	Ann	In Process	The committee is meeting and is working
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
Rental Home Guidelines	Scott Crow	In Process	11/13 – no update
Audit the 2006 books	Raveesh/Ann	In Process	
Determine if bench replacement is cheaper than refinishing	All	In Process	11/13 – No Update
Refinish or replace the park benches	Len	In Process	11/13 – No Update
Follow up with the lawyer on the status of the lawsuit	Len	In Process	
Decide on a Block Watch. Need a homeowner volunteer to head the program	Trustees	In Process	Will discuss at 11/28 General Meeting
No Parking at the South entrance on Parklawn	Neil	In Process	11/13 – no update
2008 budget development and presentation to the Trustees	Len/Ann/Andy	In Process	

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Determine next steps with a storage unit	Ann	In Process	
Document the website update processes	JD/ Raveesh	In Process	
Send out final Dues letters in December	Ann	In Process	
Send 2007 past dues to Collection Agency	Ann/Len	Not Started	Scheduled for End of December
Pick a Landscaping vendor for 2008	Trustees	In Process	The finalists have been selected and follow-up meetings to be held the week of 12/3. A recommendation will be made at the 12/18 Trustees Meeting.
Send email asking or Block Watch Captain	JD	In Process	
Analyze the hit rates on the website	JD	In Process	
Understand current website subscription	JD	In Process	
Develop a Swing set and Basketball Hoop Policy	Neil	In Process	
Follow up on pool landscaping	Len	In Process	
Follow up on swing set	Neil	In Process	
Winter Newsletter	JD	In Process	
Phase One Storm Sewer Maintenance	Neil	On Hold	Will bring this up in 2008.
Remove mounds from the street signs	Neil/Mark	On Hold	This will be done next year after the dirt has time to settle.
By-Law changes to restrict Trustee powers	Trustees	On Hold	
Decide about pictures of the Trustees on the web site	Trustees	On Hold	
Review Deed Restrictions	Trustees	On Hold	Waiting on nine-acre decision
Look at distributing the dues collection and monitoring responsibilities for 2008	All	On Hold	Review in 2008