

Meeting Minutes Report

Meeting Purpose	Monthly Trustees Meeting	Date	6/11/2008, 19:00 – 22:30 EST
Meeting Attendees	J.D Barlow – HOA President Raveesh Dewan – HOA VP Andrew Lynch – HOA VP Marty Luxeder – HOA Treasurer Neil Wheeler – HOA Secretary ** Not in attendance	Location	Neil's House

Meeting Minutes:

1. JD called the meeting to order.
2. We reviewed the minutes from the last Trustees meeting. There were no questions. The minutes were accepted.
3. We discussed the Treasurers Report. We have 28 homeowners who are past due. 93.7% of the households are current with dues paid which is significantly ahead of where we were last year. The new statements included the 25-dollar late fee. Brian Meade from the collection agency is going to send Marty a current report so they can reconcile the status of the past dues that are in collections. We are now receiving \$50 transfer fees from new home sales. Marty has contacted all the past due folks that he has contact information for, letting them know that if we do not receive payment by July 1, they will be sent to collections. Final notices will be sent in the next day or two. Andrew asked if Marty could check on a Money Market to gain more interest from saving. Neil asked about posting the report to the website. Marty will update the report and send to JD for posting to the website. Marty presented several checks for signing. The Treasurer's report was accepted.
4. We discussed Committee Updates.

Neil gave a report from the Maintenance and Landscape Committee.

 - The April 26 clean-up activities yielded 23 garbage bags of trash and debris, a grill cover, a child's swimming pool, a patio table top, and two broken benches. Thanks to JD Barlow, Andrew Lynch, Neil Wheeler.
 - The May 10 clean-up activities yielded two overloaded trailer loads of limbs and grape vines from the South Entrance to Price Farms Organic recycling. Thanks to Andrew Lynch, Neil Wheeler, Marty Luxeder, Matt Burzynski, Andrew Burzynski, and Ohio Estate Lawncare for use of their trailer.
 - Mowing and weed control continued. Broadleaf and grassy weed control is done. Fertilizer and grub control is underway. The flowerbeds have been sprayed and weeds pulled. First bush hogging was completed. Jim sees no concerns with the property and commented that the subdivision is kept very clean with little trash. He said the homeowners are to be commended, as there is much less trash than what he typically sees.
 - Jim will be mulching the school cut-through, since there is little grass and mainly weeds. The cost of the mulching will be offset by the reduced mowing.
 - Flowers at the entrances are to be planted after the sprinklers are installed. Jim will send Neil an order list. We have \$1000 in the budget for the spring flowers.
 - We are removing the fence posts and rails that are in the flowerbeds at the front entrance. Neil has used these to replace broken rails, and will take the unused ones to the storage unit for replacement use later.
 - Jim has decided not to install the drainage tile in the very northeast corner of the green space. It appears to be drying out.
 - The sprinklers will be installed at the South Entrance and turned on at the North Entrance by the end of June.
 - Neil is working on selecting paint for the entrance signs. Painting will begin in June.
 - Neil received costs on aeration and fountains for ponds 3 and 4, as well as depth charts from Aqua Doc. Neil met with Aqua Doc to discuss the details.
 - Neil is continuing to read and becoming more knowledgeable about pond maintenance. Jim Snopik has reached out to a pond maintenance company in Newark and they will be sending information to him for review by the committee. Neil met with Milt Link who is the Drainage Maintenance Coordinator for Delaware Soil & Water Conservation District about the way the ponds drain, the accumulation of mud in the pipes, and the pond depth.
 - John Gregor provided documentation to the Trustees concerning the agreement to mow his property from the fence line to Old State. We will continue to honor this agreement.
 - Neil is working with John Gregor to replace the trees that Green Shoes cut down in error. Neil has received pricing for the two trees from Ohio Estate Lawncare.
 - Neil has continued to trim the trees around pond 4. Almost all are done. Additional trash pickup was done on ponds three and four.

Andrew gave a report from the Insurance Committee.

- Met with Insurance Rep to discuss concerns regarding the current policy and listing only one property for coverage.
- Insurance Rep agreed this could be a concern, especially if the homeowners wanted to make a claim for the property that is covered.
- Suggestion has been made to list our all of the common areas within the subdivision that the HOA wants coverage on; either by street address or parcel ID.
- Not all property has a formal street address and listed below are the parcel numbers as posted on the Delaware County Auditor website.

Acreage	Parcel #	Description	Lot Number
7.287	31821005001000	Creek Section 3 - Pond 1	4221
2.278	31821004001000	Old State Rd Frontage – South of North Entrance	4220
3.806	31821007022000	Section 5 – Pond 2	5407
9.037	31824004001000	Old State Rd Frontage – South of South Entrance	2759
0.175	31824006001000	Park Circle	2756
0.060	31824011013000	Walkway to School off Parklawn Drive.	4468
0.060	31824007006000	Walkway to School off Parklawn Drive. (Owned by the school, but listed in our Deed Restrictions)	2757
4.725	31821008043000	Section 7 – Pond 4 (Not listed in our Deed Restrictions).	6356
1.819	31821008026000	Section 7 – Pond 3 (Not listed in our Deed Restrictions).	6357
3.744	31824011024000	Section 6 – Beaumont Square (Not listed in our Deed Restrictions).	5660
???	?????	????? (Listed in our Deed Restrictions, no reference on the Auditor Website)	2758
32.871	Total acreage to be covered by Insurance policy.		

- Also discussed the addition of a rider to our current policy that would cover all Executive Decisions made by the Board of Trustees. This is an insurance policy that would protect the Trustees if a lawsuit were to come based on a decision or act that was made on-behalf of the subdivision. Waiting for pricing for this additional clause.
- Finally, discussed the posting of signs at the ponds and the HOA's liability. Recommendation was that multiple signs (minimum of 4) be posted at all ponds stating Private Property / No Swimming / No Fishing allowed. I informed them that we do allow fishing as long as it is catch and release. They stated that is fine, however we need to make sure that is well posted. No reduction in the annual premium, however this will ensure we protected.
- Andrew made a motion to change the address of the insurance policy from the house address to the parcel IDs of the green space. All agreed.
- JD mentioned that the sign purchase for the ponds that were agreed to last month was for 16 signs. We will actually need 32 signs, which will be around \$350. Marty made a motion to make the purchase. All agreed.

JD gave a report from the Architecture Review Committee.

- Received and approved 8 applications since April
 - 6091 Cheyenne Creek (Bull) – screened porch
 - 6277 Melrose (Irwin) – patio
 - 6359 Cheyenne Creek (Kines) – basketball court (approved “under protest”)
 - 6243 Melrose (Sipes) – patio
 - 6643 Morningside (Lavoie) – fence
 - 6726 Morningside (Lynch) – new landscape, sidewalk to porch
 - 1556 Sotherby Crossing (Johnson) – patio
 - 1920 Sotherby Crossing (Kuppa) – swing set

JD gave a report from the Communications Committee.

- Spring Newsletter went out in early May– thanks to all who helped deliver them
- Email listserv currently has 328 email addresses
- Summer Newsletter planned for July
 - Please send ideas for articles
 - Spring newsletter asked for personal submissions (births, graduations, etc...) to hopefully add a different tone to the overall piece.
 - Will highlight Community Picnic, Golf Outing, Directory...

JD gave a report from the Recreation/Social Committee.

- Garage Sale was May 23-24 – approx 50 homes participated
 - Community Picnic rescheduled for Saturday, July 26
 - \$10/family – covers Barbecue (probably hot dogs and hamburgers), utensils, and games
 - Even Number Addresses bring a Side-Dish.
 - Odd Number Addresses bring a Dessert.
 - Many games will be organized...three legged races, flag football, tic-tac-toss, egg races, football toss, ring toss, giant checkers and many more.
 - Also will have coloring contest and bike parade.
 - If funds allow, maybe face painting again.
 - Will need to borrow pop-up canopies, coolers, and folding tables for neighbors.
 - Any company, family, or individual who would like to donate a door prize will be helpful.
 - Need to publicize better
 - redistribute registration forms to mailboxes
 - discuss at general meeting
 - email
 - signs
 - newsletter
 - Will not know if any money will be needed from the HOA. Previously, registration fees covered the costs. She will me know as we get closer and she has an approximate head count
 - Need something to get people to participate – what will draw them to the picnic?
 - Shannon is interested in conducting a survey among homeowners to see interest in various activities, such as...
 - 4th of July Parade Float
 - 4th of July team in Race
 - Softball Game
 - Voting for best Holiday Light Display (HOA buys \$25 gift card for winner)
 - 3 on 3 basketball tournament
 - Euchre/Poker/ Bunco Leagues
 - Recipe Swaps (on-line - blog?)
 - Wine Tastings (monthly at different homes) (possible babysitting from members of neighborhood/teens?. Participants can donate to pay for babysitting service)
 - Gardening Club (if 9 acre open space becomes a place to garden) (can have blog/forum for gardening tips/questions, members can share plants/cuttings)
 - Shannon will be resigning from her post after the picnic – will need a new committee chair
5. We discussed the Gregor property and the replacement of the two trees. The tree purchase and planting was approved. Neil will contact John and Ohio Estate Lawncare to get this done.
6. John Metzler is still waiting on neighbor approval. If he does not get it, he will install the weather antennae in the attic.

7. Neil discussed his findings from the pond study. He is recommending that we install an aeration system for better water circulation. Neil and Marty will look at possibly funding an installation this year. No final decision was made.
8. We discussed the new directory and ads. We discussed possible rates and the need for homeowner participation to get ads. Marty will email what we did last year for rates for Trustee review. We discussed doing a directory online. Raveesh will put together a prototype for Trustee review.
9. Neil reviewed the Issue/Action List with the Trustees and updates are provided below.
10. We discussed the Nine Acre Survey results. After careful consideration, a motion was made to honor the results of the survey and continue with keeping the nine acres as a VAC HOA green space. The Trustees were unanimously in favor of the motion. The survey results will be posted on the website. JD will send an email letting the homeowners know it is on the website and the Trustees decision will be presented at the 6/19 General Meeting.
11. The community picnic is rescheduled for July 26. The Trustees will staff the sign-in booth. Andrew will see if the ReMax balloon is available. We discussed the issue of payments and all agreed that payments need to come through the Treasurer for an audit trail.
12. We discussed Policy Statements and all agreed they should not be rewriting the Deed Restrictions. We discussed the validity of the fence rail definition. We also discussed that the Property Upkeep and the Architectural Review Committees be the basis of a new Deed Restrictions Change Committee.
13. The next Trustees meeting will be on July 22 at 7:00 at Marty's house.
14. The next General Meeting will be on June 19 at the Church.
15. The meeting was adjourned.

Issues / Action Items:

Issue/Action	Owner	Status	Comments
Replace and/or repair benches on Pond 2	Neil	Completed	3 benches were replaced and one repaired
Scrub tree near the south entrance should be trimmed	Neil	Completed	
Trash around the ponds needs picked up.	Neil	Completed	
Inspection of the pond inlets and outlets needs done and debris removed if circulation is impeded.	Neil	Completed	
Update the Dues Policy to include late fee and transfer fee	Neil	Completed	
Street post stain inspection	Neil	Completed	No remediation required at this time
Four limb piles near the south entrance that need cleaned up.	Neil	Completed	
Low branches around the south entrance on multiple trees that need trimmed.	Neil	Completed	
Develop a policy concerning transfer fee	Neil	Completed	
Arrange for the June General Meeting at the Church	Neil	Completed	
Speak to Mr. Ongaro	Raveesh	Completed	
Tall weeds and briars along the creek near the south entrance	Neil	Completed	
Organize the Nine-Acre comments and post to the website.	JD/ Andrew	Completed	
Remove fence posts and rails in flower beds	Neil	Completed	

Issue/Action	Owner	Status	Comments
Send an email that the comments are on the website.	JD	Completed	
Follow up with Tony Rose on his idea for a seminar.	Marty	Completed	
Review the Insurance Policy to make sure it covers everything we need	Andrew	Completed	
Speak to the Insurance Company about how to reduce liability or cost for pond coverage	Andrew	Completed	
Verify who has online access to the bank account	Marty	Completed	
Install drainage tile in northeast corner	Neil	Not Required	
Explore options for the nine acres	Andrew	In Process	
Audit the 2007 books	Raveesh/ Marty	In Process	
Look into HOA software and provide a recommendation. Also a PC to run it.	Marty	In Process	
Determine 2008 directory and website ad rates	JD/Marty	In Process	
Contact Margarita about doing the 2008 directory	Marty	In Process	
Develop a prototype for an online directory	Raveesh	In Process	
Contact Diane about getting ads for the directory	Raveesh	In Process	
Develop a page for realtors and closing companies to get info about the HOA	JD	In Process	
Paint the entrance signs	Neil	In Process	Will start in June.
Street post plumb and dirt remediation	Neil	In Process	Posts need straightening <ul style="list-style-type: none"> ○ Alum Village and Cheyenne Creek ○ Sotherby Crossing and Weatherby ○ Sotherby Crossing and Kormsby ○ Sotherby Crossing and Sotherby Crossing and Cheyenne Creek ○ Alum Village and Parklawn ○ Parklawn and Morningside (near Melrose)
Create a homeowner committee for pond data gathering and recommendations	Neil	In Process	
Summer Picnic Planning	Shannon/ Ann	In Process	
Look at lights at the front entrance	Neil	In Process	
Create signs for the ponds	JD/Neil	In Process	
South Sprinkler Installation	Neil	In Process	
Turn up and inspect North sprinklers	Neil	In Process	

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Issue/Action	Owner	Status	Comments
Replace the trees that were cut down on the Gregor property	Neil	In Process	
Review Deed Restrictions	Raveesh	In Process	JD and Andrew will speak with their committees to be on the Deed Restrictions Change Committee. This will be announced at the general meeting and be put in the newsletter.
Mulch the school cut-through	Neil	Not Started	
Choose flowers for the entrances	Neil	Not Started	To be planted in June
Organize drawing for email addresses	Raveesh	Not Started	
Send survey asking homeowner interest in getting group rates on services	Raveesh	Not Started	
Find companies willing to give discounts to the HOA	Raveesh	Not Started	
Send survey for homeowner interest in decorating the front entrances at Christmas and other ideas	Raveesh	Not Started	
Trim the Crab Apples at the South Entrance	Neil	Not Started	Need to schedule time to do this
Two fallen trees south of the south entrance need cut up and hauled away.	Neil	Not Started	Will be done if Neil gets assistance
Area that Green Shoes cleaned out last year (or year before) needs additional attention (in the green space south of the north entrance next to the Duffey property)	Neil	Not Started	Will be done if Neil gets assistance
Fish Stocking	Neil	Not Started	Scheduled for spring, if budget allows
Low branches along the north property tree line at pond one need trimmed back.	Neil	Not Started	Will be done if Neil gets assistance
Phase One Storm Sewer Maintenance	Neil	On Hold	Will bring this up in 2008.
By-Law changes to restrict Trustee powers	Trustees	On Hold	
Rental Home Guidelines	Scott Crow	On Hold	