

Meeting Purpose	Monthly Trustees Meeting	Date	9/7/2008, 19:00 – 21:30 EST
Meeting Attendees	J.D Barlow – HOA President Raveesh Dewan – HOA VP Andrew Lynch – HOA VP Marty Luxeder – HOA Treasurer Neil Wheeler – HOA Secretary Vinaykumar Chalikandy – Homeowner	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 or additions. The minutes were accepted.
3. We discussed the lamppost request from VK. He spoke to Orange Township and they told him that it would be 8-10 years before street lights would be considered by the Township. VK would like the Association to consider asking the homeowners to put lampposts on each property to enhance security in the neighborhood. Safeway Electric is willing to do the electric work for \$160/hour. VK proposed that the Trustees work with the Township to get Streetlights at the intersections, and that each homeowner should put up a lamppost. JD stated that the trustees do not have the authority to require homeowners to install lampposts on their private property. JD recommended that we send a communication to the association that there is an electrician willing to work with the homeowners' installation of lampposts. The Trustees agreed to send the communication. VK will draft a letter and send to the Trustees for distribution. Neil reminded the Trustees that an Architecture Review Committee submission would need to be done for every installation, unless the Trustees state the circumstances (i.e. 8 feet from the house, next to the driveway, etc.) that would not require Architecture Review. When we receive the information from VK, we will send it to the homeowners.
4. We discussed the Treasurers Report. The Treasurer's report was accepted.
Treasurer's Report
 - o Checks for directory ads are coming in
 - o Water bill: the last two water bills for the entrances were \$195 for the north and \$175 for the south.
 - o A monthly bank fee is currently being disputed
 - o We continue to get new emails and directory updates. Our announcement list is over 350 addresses now and growing!
 - o All non payers are at the collection agency, no payments received by them as yet
5. We discussed Committee Updates.
Architecture Review Committee.
 - o The Committee has approved two decks. They are working on getting an application for an improvement that took place without an application.
 Budget Committee.
 - o Will start next month.
 Maintenance and Landscape Committee.
 - o Mowing has continued, but since it has been dry, they have only been mowing the irrigated areas. As of the July and August invoice there have been 14.25 mowings. Late summer fertilizing was applied. There were a number of complaints about clover. Ohio Estate Lawncare was contacted and spraying was completed.
 - o Bush hogging in the nine acres was completed with one more to be completed.
 - o Two trees were cut down on Beaumont Square and the large limb struck by lightning was removed from the south entrance.
 - o We continue to water the entrances 4 times a week. The water bill has taken an anticipated spike.
 - o The front sign painting is moving forward. Paint and brushes were purchased for this work.
 - o Neil contacted Sprinkler Doctor to find out about sprinkler winterization that is now a required expense. The south sprinklers will be done at no charge. The north will be \$75. Neil will include these additional start up and shutdown expenses in next year's budget.
 - o Neil is contacting companies to assist with the flowerbed design of the front entrances. No design has yet been discussed.
 - o Ohio Estate Lawncare was contacted and the 2009 pricing was requested. They are working on it, and will provide the pricing soon.
 Insurance/Legal Committee.
 - o The policy changes are in process. The insurance bill will be due in November.
 Communications Committee.
 - o Next newsletter in October

- Hope to have directory to the printer by mid September.
- Ad breakdown as of now...
 - Business Cards – 11
 - ½ page ad – 1, maybe 2
 - Full page ad (inside) – 1, maybe 2 (the maybe for ½ and full are the same – they are deciding on which one)
 - Back Cover – confirmed
 - Inside Front Cover – confirmed
 - Inside Back Cover – confirmed
 - All ads are VAC homeowners except for one Non-homeowners have not yet been contacted. The revenue from the ads will more than pay for the directory.
- We have had 60+ responses, which has given us some phone numbers and email addresses that we did not have for some homes. Marty and JD will compare data so that we have the most up-to-date info for the directory, but everything is going pretty well.

Community Service.

- Contacted Goodwill store on 23 and they agreed to bring their bins to Church or any place we decide and leave there for a week or so for drop-offs.
- Raveesh will coordinate with the church, and find out about receipts. We will shoot for late October.

Fund Raising/Member Benefits.

- No Activity

New Member/Welcoming.

- Raveesh will develop the list that goes in the welcome packet. He will get the list of new homeowners from the Auditor website.

Recreation/Social Committee.

- We need a chairperson. Until the chairperson volunteers, the Trustees will steer this committee.

Pond Committee.

- The Committee met on August 12.
- Neil reviewed the Deed Restrictions (Sections 6.02 and 7.01), Bylaws (Sections 1.02 and 5.05), and Articles of Incorporation (third Section) that pertain to Trustees, committees, and budget.
- Neil reviewed how the Pond Committee and the Trustees work together on the budget. The committee will prepare a budget recommendation that will be considered by the Trustees. We need to have our recommendation to the Trustees by October 31.
- Neil distributed maps and reviewed the physical location of the ponds in the subdivision.
- Neil reviewed the 2008 budget that pertains to the ponds. There is only budget for the pond upkeep currently performed by Aqua Doc.
- Len discussed his position on the ponds. When the Trustees took over the administration of the HOA, they hired AquaDoc who is doing a good job. They know the ponds and a good company to work with. He does not want fountains on pond one and likes the quiet. He would like to pretty up the culverts by planting plants, laying stone, or building a wall.
- Sheri told Len that she wants more landscaping (trees) around the ponds.
- Carisa agreed on the trees, and would like to see more order to how they are planted. It seems that the tree positioning was just thrown together with no rhyme or reason.
- Neil commented that Milt Link (Delaware Drainage Engineer) told him that trees cannot be planted in the drainage easement (banks of the ponds). To be safe we should only think about planting no closer than 6 feet to the crest of the banking. We will want to get Milt to sign off on any planting plans.
- Carisa also would like to see a fountain on pond one. There was discussion, as Len does not want a fountain and Carisa does want it. We will discuss this at another meeting, as this is not a priority right now.
- JD told Neil that we should try algae control in pond 4 first, such as the aerators and/or grass carps, or both. We have concluded that everything washes from pond 4 to pond 3 to pond 2 to pond 1. If we start with pond 4, then maybe the trickle down affect of “dirty stuff” will not be as severe. If we start with pond 3, then we will not see the true affects since the untreated water will still be coming from pond 4. The best-case scenario would be for someone to give us a deal to do both ponds 3 and 4 for a discount. These two ponds seem to be the worst of the four in terms of algae and water movement, and since they already have the electricity there they would be the least expensive. In addition, he would still very much like to see the lights in the fountains replaced/repared.
- Neil reviewed the plans that he is working on:
 - Repair the lights on ponds 3 and 4
 - Install aeration in Pond 4 to determine if it will help with algae growth and water staleness issues
 - Put aside money for fountain replacement for ponds 3 and 4, as they are at end of life
 - Document the requirements for the Pond Maintenance vendor
 - Make decision about a 2009 pond maintenance vendor

- Create a calendar for pond trash pick-up and involve all homeowners
- Fish stocking
- After discussion, the project list and assignments are:
 - Repair the lights on ponds 3 and 4 – Neil has pricing
 - Install aeration in Pond 4 to determine if it will help with algae growth and water staleness issues – Neil has pricing
 - Put aside money for fountain replacement, as they are at end of life – To be discussed next meeting
 - Document the requirements for the Pond Maintenance vendor – Len/Neil
 - Make decision about a 2009 pond maintenance vendor – To be discussed next meeting
 - Create a calendar for pond trash pick-up and involve all homeowners - Sheri
 - Fish stocking– To be discussed next meeting
 - Dress up the culverts – Len
 - Trees around the pond – Sheri/Carisa
 - Mosquito Control– To be discussed next meeting
 - Determine how to fairly and equitably administer the pond so that expenses for each pond is similar (not spending all the money for just ponds 3 and 4). This will be our Mission Statement. – To be discussed next meeting
 - How do we communicate the ponds existence? – To be discussed next meeting
 - Speak with Milt about the approval process for planting trees, where can we plant, and can we plant trees in the dry basin - Len
- The next Pond Committee meeting will be September 29 at 7:00 at Neil's house. The focus of the next meeting is to report on investigation results and begin the budget prioritization. We will also create the Committee Mission Statement.

Property Use and Upkeep Committee.

- The committee is being disbanded due to lack of homeowner interest. We discussed the mailboxes and how to move forward with what the committee started. We agreed that the Trustees would evaluate the mailboxes and send notices to the homeowners that are the most out of compliance. Andrew will provide the addresses to each Trustee.

Regulation Review and Elections Committee.

- Initial committee meeting held in August.
- We decided to create a survey to collect input from the homeowners.
- A survey has been created and reviewed with the committee.
- The team decided to review the survey with the Trustees before sending out to the homeowners.
- Once the survey is approved, it will be sent out to all homeowners to collect input and to get started on the next steps.
- There have been various people who signed up for the committee.
- The Trustees discussed purchasing the survey tool instead of using the free version. Raveesh will look at the pricing and the Trustees will make a decision based on the cost.

Block Watch Committee.

- The first meeting with block watch captains was held on Thursday, August 14, 2008.
 - Items discussed were getting block watch signs posted in the neighborhood, possible block watch captains homes being a safe house (A safe house would be a place a child could go to if he/she were out in the neighborhood and felt threatened or unsafe.), and captains helping to get e-mail addresses of our neighbors that are not on the HOA list serv.
 - The Committee is working to get more email addresses from the neighbors and created a form to help retrieve the information.
 - The Committee would like to post No solicitation signs at the entrance. The Trustees feel signs will be unsightly and keep away Boy Scouts, Band, etc. The Trustees believe the best approach is for signs to be posted at each house.
6. We discussed the updated project list survey. Raveesh wants to do all the surveys in one mailing. Deed Restriction, project list, lawn care pros and cons, and Activities will be included in the survey. Raveesh will put together the survey and send to the trustees for approval.
 7. We discussed whether to approach non-homeowner businesses to advertise in the directory. Marty suggested that we approach the Orange Township Business email list. JD will try to get some additional names but wants to have the directory ready to be distributed with the October Newsletter.
 8. We discussed the Golf outing. As of today, we have 12 foursomes signed up. Don will send out a last minute email and use the signs to generate some more interest. Signs will stay out for a while longer.
 9. We discussed the front entrances and getting some consulting on what to do with the plants and lights. Blendon Woods might be interested in providing some help. Neil will check with them. Andrew will check

with his Father-in-law to see if he is interested in doing the electric work. JD will send an email to the homeowners asking for help.

10. We discussed the new website/portal. The homeowner information needs to be imported into the portal. The Trustees have reviewed the portal and approve of moving forward with implementing it. We discussed that it will be important that the Trustees be notified when any changes are made to the website (want ads, lost and found, announcements, etc.).
11. We discussed the budget for next year. JD recommended that we be more detailed in the 2009 budget so we can better track expenses. All agreed.
12. We discussed the next General Meeting. The By Laws define that one meeting should be held to elect Trustees. We discussed the pros and cons of quarterly meetings. We decided to have the Trustees meeting at the church so there is room if people feel more comfortable to come, and we will publish the trustee meeting schedule on the website.
13. The next Trustees meeting will be on October 7 at 7:00 at the church. Neil will follow up with the church and will confirm the date with Trustees
14. The meeting was adjourned.

Issues / Action Items:

Issue/Action	Owner	Status	Comments
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	
Contact Margarita about doing the 2008 directory	JD	Completed	Margarita will not be doing it.
Develop a prototype for an online 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	
Review Deed Restrictions	Raveesh	In Process	
Prepare a Pond Maintenance Specifications document	Neil	In Process	
Add the advertising rates to the website	JD	Completed	
Send survey asking homeowner interest in getting group rates on services	Raveesh	In Process	
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	In Process	
Phase One Storm Sewer Maintenance	Neil	On Hold	
Rental Home Guidelines	Scott Crow	On Hold	

