



## Executive Board Meeting Minutes

Date: Tuesday, March 31, 2015 Time: 7:00 pm

### Attendance Roster

Jim Jennings - President	Roger Davenport – Association member	Brendon Collier – Treasurer (2015)
Kathy Johnson – Pool Committee Chair	Pete Zaroni - Ponds Committee	Liz Davis -Social Committee Chair
Dave Mosby – District Councilman	Brian Franciskato	Steve Johnson - Secretary

*Meeting hosted by Jim and Michelle Jennings*

- 1) The meeting was opened by Jim Jennings with queries related to the opening day of the neighborhood pool. Based upon the need to complete pool house repairs and basic preparations, opening of the pool was agreed to be scheduled for the week prior to Memorial Day. No significant impact to swim team or student activities is anticipated given the late-month school sessions
  - a) The committee proposed posting notification of a Pool Repair Day on, or near April 18<sup>th</sup>. Brian Franciskato volunteered to post the notification to all members of the Waves swim club in order to try and increase volunteer participation for pool house repairs and upgrades.
  - b) April 25<sup>th</sup> was proposed as the date to complete power wash and seam caulking in preparation for painting the pool house.
  - c) Board members Steve Johnson and Luke Guittar agreed to provide assessment of repairs/replacements needed, quote estimates of material costs and oversee completion of needed repairs to the pool house.
  - d) May 2<sup>nd</sup> was proposed as the date for paint activities to commence. Notification will be sent to Association members through the Google account e-mail and Facebook.
  - e) Kathy Johnson and Ron Baker will be acquiring flower and miscellaneous planting to be placed around the pool are to improve curb appearance during the summer months
- 2) Jim Jennings opened discussion regarding status of activities associated with the proposed Blackwell Road interchange and potential impacts on the neighborhood and pending pond improvement projects.
  - a) A meeting has been scheduled with the City of Lee's Summit on April 18<sup>th</sup> to discuss concerns regarding the interchange and get a better understanding of what actions will be taken to minimize the potential for sediment run-off and stormwater control. Both aspects of the project will directly influence the scope and desired outcome of the proposed pond improvement project (2015- 2018).
  - b) As of the meeting date, there had been no reported feedback from our pond project consulting engineer relative to possible effects of the proposed interchange construction. Mr. Browning is expected to advance any comments upon return from St' Louis later in the month.



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- c) It was felt that an updated baseline of sediment depth in the ponds would be useful prior to start of the interchange construction. Association members Steve Johnson and Pete Zaroni with coordinate efforts to re-measure sediments depths at discrete locations detailed in the initial report just to confirm that there has been little change in sediment depths referenced in the report
  - d) City councilman Dave Mosby commented that there was no substantive reason to meet with the City committee regarding request for amended input related to the interchange project since the city would not likely provide follow-up support to the pond project even if there were determine to be potential conflicts resulting from interchange construction. The project is being drawn and overseen through the Missouri Dept. of Transportation with municipal input. Any deviations required would be at the discretion of MoDOT and not the city. Mr. Mosby agreed to assist with acquisition of the project plans and drawings so that the Association board could review and comment as needed. All agreed that a non-confrontational approach with the city staff would be the most productive method of interaction and in the interests of all parties involved.
  - e) Ponds project committeeman Pete Zaroni agreed to make contact with the MoDOT engineer assigned to the project from the regional office. Once final plans have been discussed and acquired, Mr. Zaroni and select Board members will conduct cursory review of the plans and provide comments/requests to the city engineer, or MoDOT engineer as determined appropriate.
- 3) Pond Improvement Project Update
- a) Hulen Jenkins reiterated statement of the selected contractor that a \$75,000.00 escrow account was desired prior to project initiation. Escrowed account was being requested to insure timely payment in the event that any work item or facet of project scope was under protest or contention. The Board will provide final decision on that request prior to start of the project.
  - b) Jim Jennings noted that there appeared to be a few items on the SOW that were higher in cost than originally proposed. Hulen Jenkins responded that there were some incremental cost increases related to some material costs. However, those changes were not believed to have any negative impact on the projected budget for project completion.
  - c) Discussion was entered regarding the proposed size and location of influent forebays to be constructed. Selected locations of the forebays (upgradient of Ponds 4 and 5) has not changed. If modest size increased can be completed within budget allowance, that will preclude more frequent clean-out of sediment traps
  - d) Mr. Jenkins stated that he would attempt to get a copy of the contract to Board members before the next meeting so that they could review proposed work schedule and provide comment prior to project start-up.



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- 4) Jim Jennings provided synopsis of what was reported as a ‘tumultuous’ discussion on the Google account. He requested that efforts be made to upgrade the Association web site. The Board had received notice of persons willing to volunteer to either update the existing web site or generate a new one, with a priority given to maintaining the current domain (Windsboro.org). Follow-up will be made with Mona Zaroni and Jill Benassi to assist with the completion of this task. The web site could be used to advise residents of new Board members and provide contact information as well as activity updates and baseline covenant documents.
- 5) Board member Like Guittar stated there had been a few incidents of non-specification roofing installation that had been corrected to the satisfaction of the Association. He suggested that all members of the board and related committees be observant of any new construction in the neighborhood in an effort to increase proactive oversight. If any suspected aberrations are noted they should be brought to the attention of the Architectural Review Committee for follow-up. He commented further that the restrictive covenant language is outdated and in need of amendment to reflect newer performance standards adopted within the industry. The Board agreed and will advance the issue of covenant language amendment in subsequent meetings.
- 6) Social Committee Chair Liz Davis stated that we should attempt to organize and promote at least one (1) social event per month through the summer months in an effort to get more of the Associations residents acquainted and active in the program. Suggestions included progressive dinner, July fireworks and picnic, Texas Holdem tournament and a poolside luau at the close of the pool season. Liz suggested that a waterproof bulletin board be acquired and placed at the pool for residents to be better informed of activities and opportunities within the HOA. The Board will consider budgetary allowance and comment in the subsequent meeting. Jim J. added that there was room in the budget to allow a couple of hundred dollars for each planned event.
- 7) Brendon Collier reported on the status of treasury activities. He reported that there had been a few payments of the full \$1,700.00 constituting the special ponds maintenance assessment. Otherwise there were no new items to report.
- 8) Ron Baker reported that annual mowing service for the common grounds had begun. In an effort to improve service oversight, Ron will be copied on all service invoices received for payment.
- 9) A list of 2015 dues-delinquent households was provided by Brendon Collier. The Board stated that reminder statements needed to be sent to delinquent members. AT present there is no provision for allowance of a payment plan that would make it easier for members to remit the additional funds supporting the special assessment. However, the Board will consider a draft plan and comment in the subsequent meeting. Jim Jennings recommended that a 2 week window be provided as opportunity for delinquent members to respond. If there is a positive response from members the Board will adopt and proceed. If no response is received, a certified letter will be sent within two (2) weeks. Brendon Collier suggested adoption of policy to allow for credit card payment through a qualified service. The Board will consider and discuss in subsequent meeting.



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10) Jim Jennings advised that delinquency notice will be sent to affected members after we have send out requests for assistance with pool house repairs and painting. A general e-mail to residents will detail the accrued bad debt summary with deficit numbers in total perspective with the operating budget and total revenues. The total arrearages are considered by the Board to be relatively small even if including penalties/ late fees. The summary will be presented as total dollars as a percentage of a 7-year running total (3–5% of expected revenue)

11) Grounds Management – No new Grounds Committee issues were presented in this meeting.

12) Miscellaneous Items and Notices -No new items presented for this meeting

13) Meeting adjourned 9:20 PM

Minutes Prepared By:

Steve Johnson – Secretary, Windsboro HOA