



Executive Board Meeting Minutes

Date: Sunday, August 30, 2015 Time: 6:30 pm

Board Attendance Roster

Jim Jennings – President	Luke Guittar – Vice-President	Brendon Collier – Treasurer
Kathy Johnson – Pool Committee Chair	Pete Zaroni - Ponds Committee	Steve Johnson - Secretary
Hulen Jenkins –Board Member-at-Large/Ponds Committee	Barry Morris – Architectural Committeeman	

Meeting conducted at Windsboro Pool Shelter

Member attendees included the following:

Larry Birch, Linda Birch, Rob Gannon, Joanne Gannon, Tim Davis, Roger Davenport, Cris Mart, Joyce Mart, Barbara Gorman, Paul Shrout, Jennifer Branch, Karen Reynolds, Mike Black, Lisa Black, Dee Gromes, Mona Zaroni, Jim Coons, Raul Solognier and Steve Bennett

- 1) The meeting was opened by Board President, Jim Jennings. Discussion was presented regarding the 2013-2015 grounds service overcharges totaling \$17,587. The overcharges resulted from undefined language in the service contract with the mowing company. As a result, duplicate invoices were presented for mowing of common areas designated to be completed in a bi-weekly schedule. Approved reconciliation was implemented by All Pro Grounds and the Association through the following actions:
 - a) All Pro Grounds assumed all accrued charges from 4/30/15 through 7/28/15. That sum totaled (US) \$7,550.00 and included mowing, sprinkler repairs, backflow testing and landscape planting maintenance with some adjustments to invoices received after 7/28/15.
 - b) All Pro Grounds agreed to assume costs for planting and maintaining nine (9) new trees in the designated common areas. Assessed cost for this service is estimated at (US) \$750.00
 - c) All Pro Grounds will undertake installation of sprinkler system extension along Windsboro Drive from approximately 6th Terrace to 500 feet from the Williamsburg Drive/Windsboro Drive intersection. The Windsboro HOA will assume some of the associated charges for additional sprinkler head and direction boring. However, the total costs assumed by All Pro Grounds are estimated at approximately (US) \$3,700.00
 - d) Total service charges assumed by All Pro Grounds will total approximately (US) \$12,000.00 for fiscal year 2015, inclusive of mowing service invoice deferrals. Although the Association would have preferred to recapture the full amount of overpayment, discussions with the service vendor revealed that imposition of the full charge would have placed the company into a financially compromised position that would possibly jeopardize its ability to continue operations without incurring additional debt burden.
 - e) Upon consideration by all board members, it was agreed that the Windsboro HOA assume to balance of approximately (US) \$5,587.00 which is serviceable over a 2 year period. The sum accounts for approximately \$23.00 per HOA household.



Executive Board Meeting Minutes

Date: Sunday, August 30, 2015 Time: 6:30 pm

- f) Actions have been taken to prevent future oversights such as this. Service invoices are subject to review and approval by the applicable committee person managing the service as well as the Windsboro HOA Treasurer. Contract service language will be rigidly scrutinized to insure that the scope and schedule of all contracted service are clearly defined for oversight purposes.
 - g) The 2016 mowing service contract RFQ will be sent out at the end of the 2015 contract year. The HOA board Vice-President, Luke Guittar, will be assisting with routing of the RFQ and review of proposed service matrix.
 - h) A concerned resident asked that inquiry be made with the assigned service to complete noxious weed removal along the drainage channel running between Asheville Court and SE Williamsburg Drive. The weeds have been allowed to grow along the channel and adjacent to trees bounding the small creek. The Board will address this issue with the supplier and insure that appropriate language is included in the RFQ and any subsequent service bids before proceeding.
 - i) Mr. Jennings requested that all residents be encouraged to report any concerns relating to grounds management to the HOA board.
 - j) Member Chris Mart asked if allowance could be made to amend mowing frequency as determined by need (i.e. less during drought conditions). Mr. Jennings responded that such changes were possible and they had been implemented in years past with service invoices reflecting reductions in service.
 - k) Ponds Committeeman, Hulen Jenkins, added that the margins of the ponds were precluded from close mowing due to our desire to prevent uninformed dumping of vegetative waste (grass clippings and leaves) into the ponds and to help with control of geese traffic and fecal material along the pond margins. The current practice will be continued as implemented.
- 2) Ponds Committee Chair, Hulen Jenkins provided update on the status of ponds maintenance and sediment forebay construction for ponds 4 and 5. Items detailed are as follows:
- a) To date, a formal contract remains incomplete. The proposed contract is asking for concession relating to establishment of an escrow account from which payments would be remitted. It was started that follow-up discussions with the contractor had been completed in which that request would be rescinded.
 - b) Upon further consideration and review by Ponds Committeemen, it has been decided to reduce the linear feet of stone rip-rap needed for Pond 5 from approximately 260 feet to under 125 feet of shoreline. Said action is considered sound engineering practice and will allow for lower cost while insuring that bank erosion control is kept at a nominal level.
 - c) Statement was made regarding needed repairs on the dams at Ponds 1 and 2. Committeemen and board members have reviewed the cited damage that is believed to be due to simple deterioration with time. Remedial actions will be detailed once the Board has completed discussion with



Executive Board Meeting Minutes

Date: Sunday, August 30, 2015 Time: 6:30 pm

prospective bidders and assigned Ponds Committee personnel. Costs for repairs are undefined but believed to be minimal and manageable within the maintenance assessment budget.

- d) Jim Jennings provided additional comment on discussion held with the City of Lee's Summit and MoDOT regarding potential impacts of the new Blackwell Road interchange construction. The Board and committee personnel are reasonably confident that any impacts related to stormwater volume, or sediment additions to the neighborhood ponds, will be minimal. It was noted that there will be, at minimum, weekly inspections of the selected erosion and stormwater controls designated as part of the MoDOT project description. In addition, HOA board members and committeemen will be monitoring the work and controls to insure that impact of the project is kept to a minimum. Should observations indicate deviations from the project goals, the Board will engage discussions with the municipal authorities and/or MoDOT engineer, as appropriate, to address concerns.
- 3) The Board introduced Mona Zanoni, and applauded her excellent work with setting up the new neighborhood web site. Utilizing the original domain name (Windsboro.org), Mona acquired a new service provider at GoDaddy.com. She was successful at setting up the new web site, inserting graphics and organizing the site elements to provide all functions requested by the Board at a very low cost. The new site should be completed and fully functional as soon as contact listing and additional file items can be uploaded to populate created fields. All residents will be advised when the web site is made fully functional.
- 4) Jim Jennings provided overview of actions taken and pending, related to the safety recommendations for the Blackwell Road interchange and road improvements. The Board president and a number of association members have attended city council meetings in which the Blackwell Road improvements were topics of discussion. Jim explained the concept of traffic calming using medians or other structures which reduce travel lane width thereby reducing the average speed. At present, average speed registered for Blackwell Road is approximately 45 m.p.h. Posted speed limit is 35 m.p.h.

The Windsboro association had presented recommendations to the city planners along with representatives from Canterbury Estates and other adjacent developments. In response, the City of Lee's Summit had taken consideration of neighborhood input and sent the members of the Liveable Streets Advisory Board (LSAB) to view the areas of concern and provide final recommendations to municipal planners. A number of recommendations were supported by the LSAB. Those recommendations included:

- a) Merging the trail path through Canterbury Park to the cross walk at 5th Street
- b) Left turn lanes and center medians at 5th Street, Nottingham and 3rd Street
- c) Reduced lane width and clear bike trail markings along the length of Blackwell Road

Other recommendations were not supporting including a crosswalk at Asheville Drive, full-length center median from Shenandoah to Langsford Road and a crosswalk ramp at 4th Street. Reasons cited for rejections included budget limitations, visibility restrictions and lack of destination (extended



Executive Board Meeting Minutes

Date: Sunday, August 30, 2015 Time: 6:30 pm

cross traffic) at 2 of the requested locations. In total perspective of the scope of requests, the Board is generally in agreement with LSAB recommendations. Work on the Blackwell Road improvements are expected to commence in early 2016.

Jim Jennings asked that anyone willing to volunteer to attend upcoming council meetings please contact him. Any participation and assistance would be appreciated by the Board.

- 5) Board secretary presented status update on efforts to consolidate trash collection within the association. Competitive bids have been received from four (4) of the largest providers resulting a range in cost from \$37.25/calendar quarter to \$46.30/household per calendar quarter. Requested services included unlimited yard waste collection, containers provided and standard recycle service for household waste. Although yard waste collection was specified to be unlimited, providers were advised that the higher number of bags would be limited to less than 5% of current residential needs.

The discussion included the current actions being taken by the City of Lee's Summit in response to proposed closure of the local landfill in 2017. One of the issues confounding offering of more than 1 year service contracts, is the implied imposition of "flow control" ordinance (as yet un-passed) by the city. That ordinance will likely mandate that all waste generated within municipal boundaries be routed to a single designated transfer and recovery location funded by the city. Haulers could not haul direct to other landfills. Therefore, objective pricing from each provider was not being offered contingent upon the final decision by the city since those haulers that did not own a landfill, or have current pricing with regional disposal facilities.

Several attendees were concerned about the additional burden of switching current service and assuming direct payments under the HOA contract. It was explained that, if adopted, singular contract through the HOA would be paid through the HOA from apportioned increases in annual dues. There would be no direct payment to the service provider.

Based upon the short length of time for which stable pricing was being made available, residents in attendance mirrored the opinion of the Board that this issue will be suspended until early 2016 when the regulatory and service environments are stabilized with adoption of a final plan by the city. Additional information can be acquired from the Board secretary or by contacting the City of Lee's Summit Public Works Department.

- 6) Kathy Johnson, Pool Committee Chair, summarized status of the neighborhood pool, included repairs made, anticipated repair/replacement costs and acquisition of new loungers. Only minor interruptions were reported through the pool season.

A total of sixteen (16) non-resident families had signed up and paid (\$200/season) for pool access and privileges. A resident posted concern about the insurance policy covering non-resident users. Jim Jennings replied that our current policy language does include non-resident users.

In an attempt to better project potential expenses for the coming fiscal year, Kathy had reached out to the pool management service asking for their observations. In addition to the potential replacement of the main circulation pump, the provider stated that the pool needed to be re-painted, plastered and



Executive Board Meeting Minutes

Date: Sunday, August 30, 2015 Time: 6:30 pm

caulked. To the knowledge of all residents present this maintenance items has been completed only once since the pool was constructed.

Jim Jennings asked if we had received positive response from residents with regard to pool closure on a daily basis. It was stated that Anita Ham only had to close for two (2) weeks during the season. Otherwise closure had been covered by a number of volunteers whose participation was acknowledged and appreciated

One association member suggested that we post the request for closure assistance with Waves swim team parents to perhaps solicit their assistance with closure. Another resident suggested that the swim team possibly provide help with supplies or annual clean-up work. Jim Jennings responded that there were a number of team parents that did help with the painting clean-up around the pool house in May. There is currently no pool usage fee being applied to the swim team and there are no plans to change that arrangement at this time.

- 7) Treasurer, Brendon Collier, presented summary of current treasury balance stating that the association accounts hold approximately \$95K for necessary expenses in addition to the Edward Jones savings transferred 6 months ago.

Annual dues remittance has been calculated to 93% compliance with one (1) check still pending deposit. Sixteen (16) members have not remitted 2015 dues. It is believed that 5-6 of those were simple oversights that can be corrected with a reminder letter. Mention was made of those 8-10 residents that are habitual non-payers. When meeting participants asked about collection procedures for no-payment, Brendon explained the Board policy of reliance upon application of property liens that are usually settled upon sale of the property (excludes foreclosure proceedings). Otherwise, collections were not being actively pursued until amounts in arrears exceeded implied legal cost (>\$1,000.00)

Association member Cris Mart asked if it were possible to publicly post the names of habitually delinquent residents. Jim Jennings replied that it was certainly possible (current practice at some HOAs) but that we had elected to not go down that path at this point unless residents demanded an alternate policy.

- 8) Vice-President, Luke Guittar, presented update on the architectural committee issues. So far this year there have been nine (9) requests for construction approval and one (1) incidence of reported non-compliance that was voluntarily corrected by the homeowner. Committee approvals included activities ranging from siding installation, pergola construction, roof, decking and fence construction.

Luke asked that residents please be cognizant of activities within the neighborhood and to reach out to neighbors if there are general concerns or evidence of non-conformity with association covenants.

He also started that there had been inquiries regarding construction of backyard tree houses. Existing policy holds that such construction is fixed property asset and must be reviewed and approved by the architectural committee and/or local codes authority, as applicable.



Executive Board Meeting Minutes

Date: Sunday, August 30, 2015 Time: 6:30 pm

- 9) Closing comments were given by Jim Jennings. That following topics were brought up for discussion.
 - a) The Board is planning to get back on by-law schedule and hold the annual association meeting in mid-November. Any resident interested in pursuing Board or committee offices were encouraged to advise the President prior to that meeting. All association members are encouraged to get involved in an effort to better the Association and its goals.
 - b) The Board is still considering comprehensive update/re-write of the restrictive covenants and by-laws governing the Association. Priorities are being given to updating building/material standards referenced as well as inserting provisions for penalties for infractions of Association rules. This process requires legal oversight and will be some time on coming to fruition. Jim asked that anyone willing to take the lead in this activity please contact him at their earliest convenience.
- 10) Grounds Management – No new Grounds Committee issues were presented in this meeting aside from review of mowing service over-payment matter. However, there were questions raised regarding the proposed walking trail and its necessity and management. Member Joyce Mart commented that some still see no real need for construction of defined trails around the ponds. Current mowing practices provide sufficient access to those wanting to walk through the common areas. The Board acknowledges the validity of this opinion and stated that these disparate preferences were why we are requesting input from all residents before generating a plan and placing the item to a required vote
- 11) Miscellaneous Items and Notices -No new items presented for this meeting but Jim Jennings did comment on complaints that had been received from residents in recent weeks. Those complaints included un-authorized parking of a boat in the street and too many vehicles being parked on the neighborhood streets. All complaints were resolved. Jim asked that residents take initiative when non-conformances are noted and personally reach out to the parties involved. Most time a simple introduction and request from a neighbor will correct a majority of the complaints registered.
- 12) Meeting adjourned 8:10 PM

Minutes Prepared By:

Steve Johnson – Secretary, Windsboro HOA