

Roudebush Farms POA Board Meeting Minutes
August 17, 2017

Members in Attendance: Kelly Trent, Shawn McAvoy, Tim Garner

Additional Attendance: Danielle Frederick

I. Treasurer's Report

- a. July 2017 Financials reviewed
 - i. 31 properties with outstanding dues balances
 - 1. 12 have balances 90 days overdue and will be sent a ten-day demand letter before being turned over to Legal
 - 2. Three properties have multi-year delinquencies and have been turned over to collections while one other property is in ongoing Small Claims proceedings
 - 3. The remaining homeowners are one month behind and will be sent 2nd notices
 - ii. Danielle to send Kelly updated link for online payment via Kirkpatrick's website; Kelly to update website and send out reminder email to residents
 - iii. Danielle to check on reimbursement for purchase of folding table for Roudebush Pool since Kelly has not received check yet
- b. Board inquired about outstanding pool invoices for CY16 and CY17
 - i. Danielle has contacted Roudebush Woods CASI property manager to get corrected invoice and to remind them that these invoices need to be turned over on a regular schedule and within the calendar year assessed, but has not received any response
 - ii. Kelly to reach out Roudebush Woods Board with a cc: to Danielle to let them know that CASI has not responded to our request yet and that we have not received any CY17 pool utility bills yet
- c. Board reviewed three-year contracts for mowing expenses and approved a new contract with Cutterz to cover the CY18, CY19, and CY20 mowing seasons
- d. Danielle to work on CY18 Budget draft for Board to review via email in preparation for CY17 Annual Meeting

II. Common Area Maintenance

- a. Common Areas
 - i. Entryway monument brick painting touch up is complete
 - ii. Board approved installation of rain sensors for each irrigation clock to prevent sprinklers from running during periods of rain
 - iii. Work order opened for repair of streetlight at Corsair Place and Sabre Court
- b. Community Violations
 - i. There are a handful of outstanding violations - mostly for excessive weeds and mold on siding of homes
 - ii. Kelly posted information on Facebook regarding mailbox replacement and post paint colors for residents who have been cited for faded and damaged mailboxes

III. Architectural Committee Update

- a. Three requests approved in June, three requests approved in July, and one request approved in August
- b. Requests include roof replacements, outbuilding, patio and pergola, and driveway requests
- c. Kelly to contact former Roudebush Farms Board member to inquire about current Shed and Outbuilding Guidelines for further clarification on approved building materials

IV. Pool Committee Update

- a. Several residents have expressed concern over non-residents gaining access to the Roudebush Pool - either by using their old pool cards after moving from the neighborhood or by using a PIN code that was shared by former Board members. Both the Roudebush Woods and Farms Boards agree the time has come to look into updating our pool access systems
 - i. Danielle to research and price possible pool access card/FOB systems
 - ii. Danielle to look into legality of shutting off access to pool cards for residents who have outstanding violations or dues payments
 - iii. Kelly to follow up with Woods after bids received
- b. Pool Committee will schedule an end-of-season walk-through of pool and facilities after Labor Day closing
 - i. Pool Committee has already flagged the Wading Pool fence and bathrooms as needing repairs before the CY18 Pool Season

V. Communication Committee Update

- a. Kelly to send website updates to Bret Scarlavai after meeting minutes approved

VI. Other Business

- a. Kelly Trent has expressed her intention to leave the Board at the end of CY17, but has agreed to finish up the year while the Board looks for additional members

VII. Next Meeting

- a. 2017 Annual POA Meeting scheduled for Sunday, October 29, at 2:30 p.m. at the Noblesville Library