

**Roudebush Farms POA Board Meeting Minutes  
February 16, 2017**

**Members in Attendance: Kelly Trent, Jeff Cook**

Additional Attendance: Danielle Frederick

- I. Treasurer's Report
  - a. January 2017 Financials reviewed
    - i. 28 properties with outstanding dues balance – three properties have multi-year delinquencies while one property is in ongoing Small Claims proceedings
    - ii. 13 additional properties have outstanding balance, but it is only a late fee assessment from the January 2017 due date
    - iii. Kelly to post a reminder in Facebook that Q1 dues are now overdue and should be paid immediately
  - b. Board came in slightly under budget for CY16 expenses – this does not include the funds that were transferred from the Reserve budget to cover capital expenses for the Roudebush Community Pool
- II. Common Area Maintenance
  - a. Parks
    - i. North Park has one picnic table with damage to top surface – Danielle to quote estimate for repair
    - ii. Both parks have timbers bordering playgrounds that are starting to rot – Danielle to quote estimate for replacement
  - b. Common Areas
    - i. Entryway monuments are showing wear on black painted brick areas – Danielle to check and see if we're still under warranty from last painting
    - ii. Lighting at 191<sup>st</sup> Street entrance is flickering on and off and at times completely dark – Danielle to create work order to see if overall element needs replaced or if additional repairs are possible
  - c. Community Violations
    - i. Handful of violations reported – mostly for vehicles being parked on the street for multiple days without being moved or for trash cans being visible from the street
    - ii. One property has trailer parked on street and has been sent two previous warnings – Danielle to send final letter and investigate whether this violates any Noblesville City ordinances if issue is not resolved
    - iii. Danielle conducts inspections Wednesdays or Thursdays
- III. Architecture Committee
  - a. Two requests submitted to date in February
  - b. Sarah Disser has resigned from Architecture Approval Committee effective March 1
    - i. Kelly to confirm that Architecture e-mail forwards to Danielle and Kathy Cross at Kirkpatrick for first review
    - ii. Kelly to contact Ed McGinnis to see if he is still interested in working on Architecture Approval Committee

- iii. Kelly and Jeff to handle applications until a replacement is found or confirmed

IV. Pool Committee

- a. Kelly to reach out to Roudebush Woods Pool Committee to determine what repairs are needed prior to 2017 season

V. Communications Committee

- a. Web hosting service was upgraded in late 2016 and has caused some issues in early 2017 with the Board website and emails – Kelly and Bret Scarlavai continue to work on these issues and believe most of them have been resolved
- b. Kelly paid CY17 web hosting fees on her personal credit card – paperwork for reimbursement submitted to Danielle
- c. Resident Chris Rivers has expressed interest in helping with Communications Committee in CY17

VI. Other Business

- a. Danielle and Kelly have distributed physical and Mail Chimp mails to the community seeking new Board members – we have had one resident respond with interest
- b. Danielle continues to investigate the ramifications of having little to no Board participation
  - i. Kelly and Jeff have agreed to stay on for the time being with the shift to Quarterly Meetings but intend to resign as soon as replacements can be found
  - ii. Danielle to prepare a second mail to community with examples of the issues that will arise if Board openings are not filled

VII. Next Meetings

- a. Q2 CY17 POA Board Meeting – May 16 at 6 p.m. at Panera Bread in Noblesville