

Roudebush Farms POA Board Meeting Minutes October 13, 2011

Members in Attendance:

Emily Martin, Sara Carrington, Jennifer Hanna, Kevin Kopp

Start: 7:04pm

- I. Treasurer's update
 - a. Kevin has updated the budget spreadsheet for the last three months
 - b. Kevin to check pool budget to see if we have additional funds for more chair strap repairs
 - c. Emily and Kevin have begun planning 2012 budget
 - d. We anticipate dues increasing to \$429 for 2012 to cover management company expense. This is an increase of \$39 (10%).
 - e. Received payment of \$2000 on the lawsuit filed for overdue dues. This was slightly less than the lawsuit amount, however the Board has agreed to accept as payment in full.
- II. Common Area Maintenance
 - a. Ponds
 - i. Emily called the pond vendor regarding oily residue on north end of north pond. Vendor took water sample and believes it may be residue from decaying bacteria.
 - ii. Overall we have not been pleased with pond service this year.
 - iii. Received quote from Aquatic Services of Indiana for 2012 service. Came highly recommended by another community. This new vendor will also treat the cattails, which has not been done previously.
 - b. Landscaping
 - i. Entrances had weeds pulled recently. Landscaper is coming back to pull weeds at the parks as well.
 - c. Parks
 - i. Rule sign for north park is missing and needs to be replaced.
 - ii. Will send email to parents of children who wrote their names on the picnic table.
 - d. Mowing
 - i. We're pleased with mowing vendor's service this year. Received quote for mowing for next year.
 - ii. Added vacant lot mowing for \$50/lot
 - iii. Added removing trash from parks to this contract. Will be emptied once a week when he mows.
- III. General community comments/questions/concerns/suggestions
 - a. Complaints received regarding dog droppings not being picked up on Marlin Ct. All residents on this street will receive email as we are not sure which residents have dogs and which do not.
 - b. We received a record number of complaints in the last few weeks
 - c. A complete inspection of the neighborhood was completed for items that were complained about during September and first week of October
 - i. Unkempt yards

- ii. Basketball hoops
 - iii. Air conditioning units/box fans in windows
 - iv. Vehicle parking
 - v. Trash can storage
 - vi. Trailers
 - vii. Missing trees
 - viii. Outbuildings
 - d. Because past violation letters have resulted in a deluge of ‘retaliatory’ complaints, we opted to send out a mass communication regarding violations. This is not a violation of privacy, as anyone in the neighborhood can drive by a home and view these violations.
 - e. We did not review backyard conditions, as we did not want to violate property rights of our residents.
 - f. We received a complaint regarding neighborhood trampolines. Multiple trampolines in the neighborhood have been approved by the Board over the last three years. If a resident has questions regarding the authorization of trampolines/swing sets/outbuildings/etc, they are welcome to email board@roudebushfarms.org with a property address to inquire if a particular item has been authorized.
 - g. We often receive complaints that cannot be acted on, as they do not provide a resident name or address. When we ask for additional information, we often do not hear back from the resident who submitted the complaint. Please be sure to include a resident name and/or address with your complaint so that we can send a violation letter.
- IV. Architectural Committee update
- a. One approval in September for a concrete patio
 - b. Sent one arch violation for non-siding on an outbuilding
 - c. Will update architectural request form to require a reasonable completion date
 - d. Also need to include that fences must be stained within one year of installation
- V. Communications Committee update
- a. Newsletter was sent out last week.
 - b. No volunteers for Vice President or Treasurer. Will list again on Facebook and send out an email.
 - c. Crime Watch
 - i. Work on communication to residents regarding Crime Watch
 - 1. Send list of block captains
 - 2. Publish numbers for police
 - 3. Recommend residents program the non-emergency police line into their cell phones
 - 4. Set expectations for police contact and inform residents what should be done in the event the police do not respond as expected
 - a. Example: A resident recently called regarding kids in the park after hours. A squad car responded but only drove by. Did not exit his vehicle or speak to the teenagers who were still at the park.
 - 5. Provide an update of crime numbers in the area
 - a. Jenn to reach out to Officer Rodriguez for this report

- VI. Pool Committee update
 - a. End of season joint pool meeting with Roudebush Woods was held on October 6
 - b. Meeting was positive and the pool committee has several action items before next pool season
 - c. Minutes will be posted on the RF website this week
- VII. Management Companies
 - a. Looking at two vendors – KMC and AMI
 - b. Both offer the same list of services for the POA
 - i. Weekly property inspections & covenant enforcement
 - ii. Assessment collection and delinquent account management
 - iii. Monthly financial reporting
 - iv. Vendor bid process and evaluation
 - v. Budget preparation
 - vi. Responding to homeowner inquiries
 - c. Both can do quarterly billing, which would allow dues to be paid in four equal payments. There will be a small additional charge for using the installment option, which will cover the administrative costs of reconciling four times rather than one.
 - d. Both have irrigation and maintenance teams that can help with issues like streetlights and winterizing sprinklers, which are areas that we have difficulty finding volunteers to assist with. We are not obligated to use these services but it is an option that could be billed separately.
 - e. Emily to call references.
 - f. AMI
 - i. Will attend four board meetings each year plus the annual meeting
 - ii. \$600 per month plus one-time account fee of \$350
 - g. KMI
 - i. Currently manages Oakmont, Morse Point and other neighborhoods in Noblesville
 - ii. Would be assigned a property manager who does weekly inspections according to the POA covenants
 - iii. Prefer to do small claims rather than liens for delinquencies. Emily to find out if this will cost us more in the long run in attorney/filing fees.
 - iv. Emily to find out how many board meetings the property manager will attend each year.
 - v. \$550 per month and no account fee

End: 7:49pm