

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

**Members in Attendance: Kelly Trent, Jeff Cook, Shawn McAvoy, Tim Garner**

Additional Attendance: Danielle Frederick

**I. Treasurer's Report**

- a. April 2017 Financials reviewed
  - i. 44 properties with outstanding dues balances total - three properties have multi-year delinquencies while one other property is in ongoing Small Claims proceedings
  - ii. Board needs to provide feedback to Danielle regarding turning over the three multi-year delinquencies for Legal action and will follow up via email
  - iii. Danielle to review properties with outstanding dues balances to see how many accounts only owe late fees - Board may consider waiving late payment fees for these residents
- b. Board reviewed 2016 Roudebush Pool invoice from Roudebush Woods - these invoices were not turned over until March 2017 and contained several errors
  - i. Danielle to follow up with 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
- c. Shawn inquired about accruals and recommended we consider this for bills that may not be in hand by the end of our calendar year

**II. Common Area Maintenance**

- a. Parks
  - i. New picnic table installed at North Park
  - ii. Danielle following up on schedule for replacing timbers bordering the playgrounds - rotten timbers are priority
- b. Common Areas
  - i. Entryway monument bricks still need to be touched up per warranty from Shephard's Painting - Danielle has made multiple attempts to follow up and will continue to contact them for scheduling
  - ii. Lighting at 191st Street entrance repaired and is working properly now
  - iii. Streetlight at Hansen Place and Searay Drive repaired, and work order opened for streetlight at Godfrey Drive and Promise Road
  - iv. Homeowner reported sprinklers running at 191st Street entrance while raining - Danielle to check, but these may run on automatic timers and would require manual shut off by and additional fees to contractor if we want to have them turned off and on with weather patterns
- c. Sidewalks

- i. Homeowner reported uneven sidewalk settling on Corsair Place in front of home - Danielle forwarded complaint on to City of Noblesville Street Department
- d. Community Violations
  - i. Violations picking up as we head into Spring - mostly for excessive weeds, mailboxes, and mold on siding of homes
  - ii. Danielle has noticed several homes with faded and damaged shutters - will start issuing notices, but will extend repair period to 60 days

### III. Architectural Committee Update

- a. One request submitted and approved for a shed in April
- b. Homeowner inquired about possibility of installing solar panels on roof - Board agreed that this would have to go through the Architecture Approval process, but Danielle to check on pending legislation regarding POAs and solar panels
- c. Kelly to send out mail and Facebook reminder about Architectural Approval process

### IV. Pool Committee Update

- a. Pool repairs are nearly final and will be completed before the May 27 opening
  - i. Concrete repairs to cracks in pool decks on schedule and will be completed this week
  - ii. Pool lane markers and striping have been painted in shallow end of pool
  - iii. Umbrellas purchased and delivered – Pool Committee opted to upgrade to crank-style, 9-foot umbrellas but will continue to budget for replacements as needed since more expensive umbrellas do not carry a better warranty
  - iv. Pool house roof scheduled for replacement this Friday
  - v. Dead tree in front of pool house removed
  - vi. Pyle's Pools still working on replacing five damaged thru-wall valves and will complete before filling pool this week
  - vii. Kelly to update rules and hours printouts and post in glass case outside pool house
- b. Jennifer Jenkins with Roudebush Woods is handling touch up painting on the doors and screened patio, removing the plywood screen coverings, and working with Pyle's Pools to replace missing signage

### V. Communication Committee Update

- a. Kelly to work on updating 2017 Pool Letter and will distribute via mail and Facebook before pool opening
- b. Kelly to send website updates to Bret Scarlavai after meeting minutes approved
- c. Kelly to work with Chris Rivers to send out information on mailbox and shutter replacement options

### VI. Other Business

- a. Jeff Cook has officially resigned from his role as Treasurer on the Board -  
Shawn McAvoy has volunteered to fill this role

VII. Next Meeting

- a. Q3 CY17 POA Board Meeting - August 17 at 6:30 p .m. at Panera Bread  
in Noblesville