

The Park Board of Directors Meeting

February 16, 2015

The Board of Directors meeting was called to order at 6:50 p.m. A quorum was established.

Members Present: Grant Delmar, Vergil Esau, Stephanie Hartman, Don Racine, and Ray Walker.

Guests Present: Cindy Ainsworth, Roy Richter, Chris Martin, Ann Bolton, and Alyson Houlden.

Approval of Agenda: Stephanie Hartman, President of the Board, distributed the meeting agenda to all Board Members. Following brief review, Vergil Esau moved, seconded by Ray Walker, that the agenda be approved as printed. (Copy Attached to Official Minutes)

Election of Two New Board Members: With the resignation of Dana Dade and Alyson Houlden following the January 26th meeting, two vacancies were created on the Board. Current Board members contacted several homeowners to see if they would be willing to fill these two positions for the remainder of their term on the Board (through 12/31/2015). Following brief discussion, Ray Walker moved that Roy Richter and Cindy Ainsworth be appointed to fill these vacant positions through the remainder of 2015. Grant Delmar seconded the motion. Motion Carried.

Appointment of Board Secretary: With the resignation of Alyson Houlden, as the current Board Secretary, Stephanie Hartman noted that it would be necessary for the Board to appoint one of the current Board members to fill this position. This individual is responsible for preparing the minutes of the monthly Board meetings, the minutes of the Annual Homeowners Association meetings, preparation of The Parkbark newsletter, etc. Grant Delmar moved, seconded by Roy Richter, that Cindy Ainsworth be appointed to fill this position through 12/31/2015. Motion carried.

Approval of Minutes: Minutes of the January 26, 2015 were emailed in advance to all current Board members. After brief review, Vergil Esau moved, seconded by Grant Delmar, that the minutes be approved as printed. Motion carried.

Financial Review: Ray Walker, Board Treasurer, reported that Mark Borofsky, has agreed to Chair the HOA Audit Committee. Although the HOA Bylaws require that an annual audit of HOA financials, it was noted that this has not been done for several years. Following further discussion of the purpose and goal of the audit, the Board recommended that Ray Walker:

- Appoint at least two additional non-board members to serve on the Audit Committee with Mark Borofsky.
- Prepare written instructions for the Audit Committee on the scope of the audit to include analysis of several accounts for each quarter during the fiscal years of 2009-2014 (assuming that records for years prior to 2014 are still available).
- Instruct the Audit Committee to prepare a written copy of the results of the audit, (to be reviewed with the Board Treasurer prior to presentation by the Audit Committee at the 2015 Annual HOA meeting in December).

Ray Walker also distributed a copy of the revised/proposed 2015 HOA Budget which will need to be approved at a Special Meeting of the Homeowners Association in March. (Copy Attached to Official Minutes) He noted that the revised budget includes: a \$3.00/quarter dues increase (\$57/quarter raised to \$60/quarter), and a special assessment of \$45 (or \$15/quarter for the last three quarters of 2015) in order to meet the \$4,595 budget shortfall and to cover current financial obligations of the HOA:

- ProScapes 2015 contract (for mowing) signed on 9/18/2014;
- Pool maintenance (3-year Aquasizers' contract signed on 3/10/2013)
- HOA Management Company (one-year contract ends 3/31/2015).

He noted that the HOA Budget Committee reviewed every line item within the budget in an attempt to reduce expenses and overcome the financial hurdle that we are currently facing this year. He also reported that he has met with each of these contractors in an attempt to renegotiate the cost of these contracts by reducing the scope of services, etc.

Ray explained that with HOA approval of a one-time special assessment, the HOA will be able to replenish its savings account (\$5,305) to cover a portion of the cost of the pool liner in 2016, and/or to cover any unbudgeted expenses which may arise during 2015-2016. Following lengthy discussion, the Board agreed by consensus that this budget be presented at a Special HOA meeting in March. It was clarified that this budget would require approval by 50% of those in attendance at the special HOA meeting, vs. Capital Improvements (such as construction of a new pool house) that would require approval of 75% of all homeowners.

Pool Report/Aquasizers Contract/Pop Machine: This item was tabled until the next meeting at which time the Aquasizers' representative will present information on those services which will be provided by Aquasizers (as required by State licensure of public pool facilities) vs. those which might be provided by HOA members in an effort to reduce our costs for the pool season (i.e., daily straightening of pool chairs, cleaning of pool restroom facilities, ensuring that trash is dumped). Ray Walker also noted that he had talked to Chad (Aquasizers' representative), who indicated that the pool leaks are located next to the ladders and by the steps at the north end of the pool. He feels that these leaks could be repaired for \$500-1000, and that the life of the pool liner could be extended at least another year.

Grounds Report/ProScapes Contract: Don Racine and Stephanie Hartman expressed appreciation to Vergil Esau, Ray Walker, and Jeff Komp for their assistance in removing three loads of tree limbs and debris from the commons area last weekend. Don also reported that he has been in discussion with Proscapes who have agreed that the HOA could possibly reduce their contractual obligation for 2015 by eliminating one mowing at the end of the season if not needed.

Insurance Bids: It was noted that the Board is attempting to obtain new bids for HOA property & Directors/Officers Liability Insurance through State Farm, American Family, and AAA. The current policy expires 5/1/2015. More information should be available by the next meeting.

Waste Management Bid: Don Racine reported that he has contacted Waste Management regarding the status of the HOA Contract for trash services. It was noted that currently 75% of the HOA members participate in the current plan, but if 85% of the homeowners would use Waste Management, homeowners would be billed at the rate of \$19/month (\$57/quarter) for curbside service. There is an additional charge of \$4.75/month or \$14.25/quarter for Recycle Bank service for those desiring this additional cart/service. This information will be distributed to homeowners.

HOA Bylaws: A question was raised regarding the location of the official copy of the HOA Bylaws. It is believed that the HOA Management Company has this document, along with the proposed changes to the Bylaws that the previous Board drafted during 2013-2014. Stephanie will contact the HOA Management Company for further information.

Filing 2014 HOA Tax Report: Ray reported that Westside Bookkeeping Services will resume responsibility for handling the billing, collection, and mailing of all HOA member dues statements, effective 4/1/2015, along with the preparation and filing of the HOA 2014 Tax Report. Christine is the contact person at Westside, and she will also be responsible for picking up HOA mail at the HOA P.O. Box, making deposits, etc. Vergil Esau indicated that he would check with the Post Office on the possibility of obtaining one of the “cluster mail boxes” within the community that the HOA could use for mailing dues, vs. purchasing a separate P.O. Box.

2015 Board of Directors Meeting Schedule/Location: It was agreed that Board meetings will generally be held on the second Monday of each month, at 6:30 p.m., at the following Board members’ homes:

- March 2 – Cindy Ainsworth
- April 13 – Grant Delmar
- May 11 – Roy Richter
- June 8 – Stephanie Hartman
- July 13 – Vergil Esau
- August 10 – Roy Richter
- September 14 – Vergil Esau

- October 12 – Don Racine
- November 9 – Stephanie Hartman

It was unanimously agreed that any homeowners wishing to attend one of the Board meetings, notify the Board President (Stephanie Hartman) at least two days prior to the meeting to ensure that adequate seating is available for all guests. Guests will be allowed to attend the Board meetings, but will be asked to hold their comments until the end of the meeting agenda, unless their input is requested during the meeting.

Other Business: With the expiration of the HOA Management Contract as of 3/31/2015, homeowners will no longer be able to access the website that they created for The Park HOA. Cindy Ainsworth indicated that she has been exploring other options for website access, and that Corey Capps (adult son of Jan Capps, long-term Park homeowner), has graciously offered to donate his expertise to help the HOA develop a simple website, which would not require a special log-on. The Board would be able to load non-confidential documents for homeowners to review in a timely manner (i.e., Board minutes, The Park Bark, Bylaws, Announcements, the names of current Board members, and an email address for The Park HOA, in which homeowners could share information, questions, concerns, etc. Cindy indicated that preliminary estimates for The Park HOA website are less than \$100/annually, thus reducing printing/ mailing costs, and hopefully increase communication to all homeowners. Ray Walker moved, seconded by Grant Delmar, that Cindy Ainsworth be authorized to proceed with this project. It was highly recommended that a simple domain name for this website be obtained if at all possible. Motion carried.

Grant Delmar reported that it is becoming a common practice within many HOA's to implement a \$100 transfer fee to new HOA homeowners when they purchase a home within an existing HOA. The Title Company is responsible for collecting this fee at the time of closing and mails the check to the HOA. It was noted that homeowners cannot exempt themselves from HOA membership, nor payment of quarterly dues. He also noted that this additional revenue would help to replenish the HOA savings account. Upon further discussion, Grant Delmar moved for approval of establishing a \$100 transfer fee to all new homeowners. The motion was approved by consensus.

Vergil Esau and Roy Richter agreed to prepare a one-page document that would include an announcement of the Special Homeowners Association meeting in March, at which time, the HOA will be asked to review/approve the 2015 budget. The budget will be printed on the backside of this document, and distributed to all homes within the HOA.

There being no further business, the meeting was adjourned at 8:40 p.m.

Cindy Ainsworth
Board Secretary

Attachments to Official Minutes Only