

The Park HOA Board of Directors
Minutes of Meeting – March 11, 2019

Members Present: Cindy Ainsworth, Vergil Esau, Jim Fallis, Jeff Griswold, Donovan Karber, Dave Mueller, and Lee Nutter.

Visitors Present: Mark Borofsky and Ray Walker

The meeting was called to order at 6:35 p.m.

Approval of Agenda: Jim moved that the agenda be approved as printed. The motion was seconded by Lee and approved.

Approval of Minutes: Jim moved, seconded by Lee, that the minutes of the February 11, 2019 meeting be approved. The motion was carried. (The minutes were posted on the HOA Website.)

Treasurer's Report:

Jim introduced Mark Borofsky, long-time member of The Park HOA and former member of the HOA Board of Directors. Due to Mark's extensive background in collections/finance, Jim has requested Mark's assistance in helping the Board develop a protocol for handling delinquent HOA dues accounts which are in excess of \$400.

Mark indicated that the easiest, and least expensive route is to:

1. Send a registered letter to the homeowner, outlining the amount owed, and the HOA's plan to proceed with collection if the homeowner does not respond within 10 business days.
2. File a lien on the homeowner's property through the Sedgwick County Register of Deeds (Cost: approximately \$35).
3. File a claim through the Sedgwick County Small Claims Court. (Cost: Small Flat Fee, neither party may be represented by an attorney). Once a judgement is received, the homeowner will have 30 days to respond with payment. If not received, the HOA may garnish the homeowner's wages (affecting their credit rating. Note: there is no additional cost to the HOA if wages are garnished.)
4. Utilize a collections attorney – attorney will retain a small portion of the amount collected, and the amount owed by the homeowner will not only include the HOA delinquent dues, but also attorney and collection fees.

Following additional discussion, Jim moved, seconded by Donovan, that the HOA President (Vergil) and HOA Treasurer (Jim) schedule a meeting with the Collections Attorney (recommended by Mark) to obtain additional information on the process. Jim

will then develop a written protocol for Board review/approval as it relates to delinquent fees, collections on dues which exceed \$450, etc. Motion carried.

Jim requested the Board's approval to add Vergil and Cindy's names to the HOA Bank Account so that they are able to sign checks when he is unavailable and/or if he needs to be reimbursed for an HOA expense for which he has made a personal payment. Lee moved, seconded by Dave, that the Board authorize Vergil, Jim, and Cindy to sign checks on behalf of the HOA. Motion carried. Jim indicated that the bank will also be authorizing the replacement of the HOA Debit Card, with his name on the card, for HOA-related out-of-pocket expenses. It is understood that the HOA Expense Reimbursement Policy will be followed for payments made by personal check or credit card.

Jim advised Board members that he had visited with Emprise Bank regarding the possibility of setting up an ACH Account, wherein homeowners could set-up automatic payments for their quarterly dues. The cost of the ACH account would be \$18/month and \$0.10 per transaction. It was noted that Westside Bookkeeping does not have a process in place for homeowners to pay via credit card. No action was taken on this item at this time.

Jim reviewed the HOA Financial Statement for the period ending February 28, 2019. (Copy Attached to Official Minutes) Revenues for the month were \$3,258.61 and expenses were \$1,094.86, with a balance in the HOA checking account of \$10,304.22 and \$33,146.11 in the HOA Saving/Reserve Accounts.

Pool Report:

Ray Walker, former Pool Chairman, reported that he had been notified by Det. Pennington, Wichita Police Department, that the four juveniles who damaged the HOA Pool during summer of 2018 would be going to Juvenile Court for prosecution, and payment of damages in excess of \$2,600. Ray indicated that he would be monitoring this issue closely and would most likely have to appear in court as a witness, on behalf of the HOA.

Dave and Ray reported that they had received a bid from Aquasizers to provide pool maintenance services for either 4-days/week or 7-days/week. They also met with Integrity Pools regarding services. This company noted several equipment updates and repairs that will be needed in the pump room, and they will be submitting a bid within the next week. Ray/Dave both noted that it has been very difficult to find pool companies that are interested in providing daily service for the HOA pool as they can make more money servicing private homeowner pools. Upon receipt of the second bid, Dave will circulate the information to the Board for review and final decision.

Ray reported that he has been in discussion with a representative from Cox Cable regarding installation of WIFI at the HOA Pool (needed for managing pool card access

and security systems). He indicated that Cox will need to complete a “suitability study” of internet services at the HOA pool, and hopefully, this service will be in place prior to the pool opening in May.

Board approval was requested for the purchase of an additional 100 pool cards. Dave moved, seconded by Lee, that the Board authorize Ray to purchase 100 cards, at a cost not-to-exceed \$2.50/card plus tax/shipping. Motion carried.

The Board also agreed that opening day for the pool will be the last day of school (May 17th) and closing day will be the week following the Labor Day Weekend (exact date TBD). This information will be posted on the HOA website.

It was noted that all pool cards have been inactivated, and residents will be asked to: (1) sign a new “HOA Pool Rules” form, and (2) return the signed form to Dave Mueller, Pool Chairman, at which time, their old card will be reactivated. It was further noted that there will be a \$25/charge for lost cards, that homeowners must be current on all dues, and that homeowners of rental properties will be responsible for notifying the HOA Secretary of the name(s) of the renters and the phone number/email address of the renter prior to activation of the pool card. Cindy will email the HOA Pool Rules Form to all residents who have provided an email address to the HOA.

President’s Report:

Vergil/Jim reported that they had sent letters to 29 Title Companies, providing them with information regarding the homes within our HOA, and requesting that they verify past dues owed with Westside Bookkeeping prior to closing on the property. Vergil also indicated that he had sent a letter to all residents within the Park. The total cost for printing/postage for both projects was approximately \$120.00.

In an effort to improve the appearance of the neighborhood and ensure that home values do not decline, Vergil suggested that the Board consider appointing a committee of homeowners, who would be responsible for selecting “HOA Yard of the Month”, and posting the sign in the resident’s yard. Vergil will plan to present more ideas at the April meeting.

Vergil announced that Richard Schnitzler, Roger Moppin, and Mary Reed have agreed to serve on the HOA Audit Committee, and will be responsible for auditing the 2018 HOA records. Vergil moved, seconded by Lee, that the Board approve these nominations. Motion carried. Jim indicated that he has all of the 2018 records and will provide these files to the committee.

Vice President's Report:

Lee reported that he will be preparing a letter to be mailed to those homeowners who have RV's parked in their yards. It was noted that the RV Storage Unit located on South Maize Road has very reasonable storage rates, and is a fairly secure location. Lee will plan to include this information when he contacts these homeowners.

Secretary's Report:

Cindy reported that she had sent letters to approximately 25 homeowners, advising them of the HOA Covenant which requires that they provide the HOA Board with contact information pertaining to the individuals who are renting their home. Only four homeowners have responded to date. No pool cards will be issued to renters if the homeowner has not provided this information to the HOA Board.

Cindy stated that she is continuing to update the master list of homeowners/renters, and will plan to maintain this list on the HOA Gmail Drive for future reference and updates going forward.

It was noted that a request has been received from a homeowner to email information regarding an athletic fundraiser via the HOA Gmail Account. The Board agreed that the HOA email account should only be used for HOA-related issues, but that it would be permissible to post such fundraising events on the HOA website. Cindy agreed to post this info on the website.

Grounds Report:

Donnovan asked for the Board's input on the date for the upcoming Spring Clean-Up. It was suggested that either April or May would be best, depending upon the date in which Waste Connections can provide a dumpster. (Note: Following the meeting, Donovan was able to reserve a dumpster for Saturday, April 6th.)

It was noted that the seats on the swing set (adjacent to the pool) need to be replaced. Donovan moved that the Board approve the purchase of new seats for the swings on the HOA playground at a cost not-to-exceed \$135. The motion was seconded by Lee and carried. Lee volunteered to help Donovan with the installation.

Donnovan moved, seconded by Lee, that the Board authorize the purchase of \$50 worth of metal edging for the section of HOA Commons sidewalk between Carlsbad and Teton in which the dirt is eroding onto the sidewalk. Motion carried.

It was noted that one of the homeowners has been piling up leaves, tree limbs/trash near the HOA sidewalk area behind Denene Street. Donovan will follow-up on this issue with the homeowner.

Social Committee:

Jeff reported that he had delivered two “New Homeowner Packets” to homeowners and has two more to deliver.

There was brief discussion relating to the proposed date for the Summer Social at the Pool. The Board agreed to a tentative date of Saturday, August 3rd.

Other Business:

The HOA Liability and D&O insurance policy expires as of 5/1/2019. It was unanimously agreed that the Board should obtain 3 bids on these two policies for the period of 5/1/2019-5/1/2020. Lee volunteered to obtain a new quote from the current insurance company and two additional bids from other insurance companies. A decision will be made at the April meeting.

There was brief discussion relating to the HOA area-wide garage sale, typically held during the second week of June. Since participation seems to decline each year, it was suggested that an email be sent to homeowners the first part of May, to determine how many residents would be interested in participating. There is no cost to the HOA for this event, but individual homeowners must purchase their own garage sale permit.

The next meeting of the HOA Board will be held at the Karber Residence, 2538 Teton Circle, on April 8th, at 6:30 p.m.

The meeting adjourned at 9:00 p.m.

Cindy Ainsworth
Secretary