

**Minutes of The Park HOA Board of Directors Meeting  
July 13, 2020**

The monthly meeting of the HOA Board of Directors was held at the Ainsworth home on Monday, July 13th, at 6:30 pm. Those in attendance were: Vergil Esau, Cindy Ainsworth, Jan Capps, Jim Fallis, Donovan Karber and Dave Mueller. Absent was Steve Carter.

A motion to approve the minutes of the June 8, 2020, meeting was made by Dave. Cindy seconded the motion, and motion was approved.

**President's Report:** Vergil reported on several notices he sent out last month regarding violations:

1. There has been no response from the owner of the old, rusty vehicle parked in front of the homeowner's home. We agreed to give them some more time to comply.
2. Contact was made with a homeowner that has a pampas grass that has gotten out of hand.
3. A homeowner was contacted about a large dead tree in their yard, and it has been removed.
4. A fence has been installed that encroaches into the commons. Vergil and Donovan will visit with this homeowner.
5. Vergil discussed the need to have the files containing prior agreements made between homeowners and the board of directors with regard to usage of commons area (easements) be more accessible. This way items like above will not fall through the cracks.
6. Vergil met with Westside Bookkeeping discussing the handling of new homeowners and new renters. Westside makes address changes and new occupants without notifying The Park HOA. All agreed that anytime they get a call from a title company or billing address change, they should let the HOA know. Jim will write up a contract with Westside stating what we expect from them.

**Vice President's Report:**

1. Donovan and Hunter Robinson did more work to get rid of the graffiti. Our thanks to them.
2. A discussion was held regarding the need for policy notebooks for each board position. These notebooks will be passed on as new members come on the board creating a consistency in the board positions. Included in the notebook should be a job description, procedures, and timelines for projects. Donovan will make a format for the manuals, put it on a flash drive, and distribute to all board members. When each board member has his notebook done, they will present it to the others for additions and/or corrections.
3. It was also suggested that at the first board meeting of each year, both the outgoing board members and the incoming board members attend.

**Financial Report:**

1. Revenues for the month of June were \$3011.32 and expenses were \$8829.98. As of June 30, 2020, the HOA has \$24,515.70 in checking and \$33,248.39 in savings. Donovan made a motion to accept the treasurer's report for June, Cindy seconded, motion carried. (Copy attached to official minutes)
2. One homeowner's paperwork has been turned over to the attorney for collection. Jim will check to see if a lien should also be put on the property.
3. A new collection policy stating that outstanding dues balances over \$500 be turned over to our collection agency. He moved the board accept this policy, and it was approved. An email will be sent to all homeowners and the new policy will be posted to the website.
4. Jim noted that several delinquent accounts were brought current during June due to the opening of the pool.

### **Grounds**

1. A bid from Suburban Tree Works was presented for the trimming of trees behind two homes. Donovan made a motion to accept this bid. Jim second. Motion carried. (Copy attached to the official minutes.)
2. During the Clean-Up Day, the hole in the commons was filled. It was requested that Steve should notify the grounds keeper to seed that area in the fall. Also remind him to trim both entrances to the pool on a weekly basis to keep that area looking neat.
3. Several other areas in the commons that need some attention were discussed: a retaining wall by the path, a section of the path that has a root pushing it up, and the wires and boxes belonging to Cox. Vergil will continue contacting Cox about burying the cable.
4. A follow-up on the damage done by construction workers in the commons area was discussed. More dirt is needed and the tracks need to be seeded. Vergil will send a letter to all homeowners stating they must notify the PHOA before driving in the commons areas.
5. The committee working on the Yard of the Month will be contacted to add Honorable Mentions each month.

### **Pool Report:**

1. Dave pointed out that the pool expenses were high during June because it included six months of service and also included some repairs.
2. The need for another light for the south side of the pool was discussed. Dave will get bids, and send them out for the board to review.
3. There is one pump going out and will have to be addressed later. It will eventually have to be replaced.
4. The pool had to be closed down for one day due to concrete dust coming from a nearby construction site getting in the pool. This counter-acted with the chemicals and caused an imbalance.

5. A concern regarding the availability of personal emails was discussed. Due to the activity with dues collection and access to the pool, each board members' comfort level with regard to publishing email addresses needs to be established.

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**Social Report:**

1. The Garden Tour was a big success. Esau's had 50 people visit their garden. Some suggestions were made but the consensus was to have the tour again next year. Possibly having earlier in the year and starting the tours earlier in the morning.
2. The packets containing the covenant change information and third quarter dues statements have been mailed. The importance of having current information on homeowners and renters was discussed. Currently we are working with 4 different databases trying to keep each up to date. The idea of hiring someone part time to create a master database with homeowners/renters and contact information, work with Westside Bookkeeping, and keep the database current and available for those on the board who need access to it was discussed.

**Other:** Vergil brought up that another letter should be sent out before the September 1st deadline for the covenant change. It should remind homeowners that if they have not returned the Rental Property Notification Form and the covenant is approved, they will not be able to rent their home.

**Adjournment:** There being no further business, the meeting was adjourned at 8:20.