Minutes of the Village Park HOA Board Meeting
2:30 PM, November 7, 2019
Sonya and Frank DiPalma's Home
First draft

Attendees

-Board Members:
Raymond McClinton
Ron Butler
Frank DiPalma
Marty Mann
Arthur Harvey

-HOA Members
Barbara Hayes
Jane Blanc
Bob LeBoeuf
Tom Hofmann
Gayle Hofmann

Welcome

Thanks to Frank for hosting the meeting. Raymond welcomed attendees and called the meeting to order.

Review October 2019 HOA Financials and project year end results
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Raymond developed and presented forecast.

Main account:
We expect some additional accounting expense for Kim's work to create our books from the data provided by IPM. Based on the year to date expenses and anticipated expenses for the remainder of 2019, we should end the year with a positive balance of about $2,000.

Meadows:
We also expect a net positive for the Meadows. The water expense was higher than budgeted probably due to the leaks that needed repair.

2020 Budget presentation by the Landscape Committee

The report was presented by Barbara Hayes and Jane Blanc. Thanks go to Jane for sending me the details which are shown at the end of this section.

Overall, they rated the performance of the contractor to be good over this last year. He was relatively easy to work with and the quality was good. A great improvement over the previous few years. The proposed plan is to continue with them for 2020.

Main area:
The anticipated landscaping expense for the main area should be slightly less for 2020. This savings results from the decision to perform over seeding only every other year. Instead of the high cost of reseeding, an additional treatment of fertilizer and weed killer will be applied in 2020. The committee will evaluate the results to ascertain whether every other year gives acceptable results. This will also be tried in the Meadows.

The Leland Cyprus trees located just inside the gate were planted too close together and too close to the road. This year, the arborist charged about $800 to trim these trees. The committee will evaluate whether they should be removed as that may be less expense and more attractive than trying to trim them each year.

Meadows:
The Meadows also has a stand of Leland Cyprus that were planted too close together. The health of the trees is suffering from this crowding. The committee proposes to remove every other tree to give the space they need.

The committee proposed a budget increase of just under $2,000 for 2020. There are primarily two factors this increase. Firstly, the amount of mulch contracted for in 2019 did not cover the beds. An additional 10 yards of mulch is proposed for 2020. Secondly, the 3 new twinplex buildings must be added to the landscape maintenance.

The board agreed with the Landscape Committee budget proposal for 2020.

After over 10 years of service, Barbara Hayes announced that she would be stepping down as co-chair of the committee. The board expressed their thanks for her excellent work and her contribution to our community.

LANDSCAPE COMMITTEE 2020 BUDGET PROPOSAL

VILLAGE PARK HOMES

EXPENSE ITEM	2019 BUDGET	2020 PROPOSED BUDGET	INCREASE/ (DECREASE)
Maintenance Contract	$8,539.78	$8,220.50	($319.28)
Mulch Contract	$3,911.06	$3,977.11	$66.05
Other Expenses	$1,500.00	$1,500.00	$0.00
TOTAL	**$13,950.84**	**$13,697.61**	**($253.23)**

THE MEADOWS

EXPENSE ITEM	2019 BUDGET	2020 PROPOSED BUDGET	INCREASE/ (DECREASE)
Maintenance Contract	$26,195.30	$27,187.38	$992.08
Mulch Contract	$4,539.57	$5,418.78	$879.21
Other Expenses	$2,000.00	$2,100.00	$100.00
TOTAL	**$32,734.87**	**$34,706.16**	**$1,971.29**

- **3 additional units completed in the Meadows were added for maintenance.**
- **10 additional yards of mulch were added in the Meadows; in 2019 mulch did not cover all landscape beds.**
- **1 additional weed & feed treatment was added to better control weeds & crabrass, and help build turf.**
- **Aeration/Over Seeding will be skipped in 2020; we will evaluate whether an every other year service is acceptable.**

2020 Budget presentation by the Meadows Sub Committee (MSC)

Bob LeBouef presented the non-landscape portion of the MSC budget proposal. The main changes compared to the 2019 are under the topic of "Meadows Building Maintenance". The MSC suggested renaming the sub-item "Building Maintenance" to "General Maintenance" as it includes more just buildings, for example, repairs for mailbox, concrete, exterior lighting and other items.

The proposed budget incorporates the 3 new households in its projections. There were small increases to account for expected increases in costs plus maintenance of the new buildings and other anticipated expenses for a total of $28,385, which works out to a $4.08 increase per household.

The board agreed with the MSC committee budget proposal for incorporation into the 2020 budget.

2020 Budget presentation by the Gate Committee

The committee recommends continuing with our gate contract with the current vendor. The vendor has provided timely service and quality work. There is no increase in fees for the basic maintenance service.

Given experience from the last few years, the consensus was to increase the amount budgeted for specific repairs beyond basic maintenance. For example, the budgeted amount was exceeded in 2019 due to keypad replacement.

The board agreed with the committee proposal.

Review and finalize other 2020 Budget items

Raymond lead the discussion.

To better estimate the amounts that should be allocated to the road reserve, Raymond investigated costs of resurfacing. Estimates from several vendors indicate costs have gone up over 30% in 7 years (about 2.2% per year).

Assuming worst case that the roads last 20 years after completion, the main roads could need resurfacing in 7 years. From the projected increase in costs, it is estimated that resurfacing will be roughly $100,000 in 7 years. To fund this, Raymond suggested an increase of $2,000 annually for road reserves. The board agreed this is necessary.

As it should extend the life of the roads and improve their appearance, Frank suggested we consider seal coating the surface. The board will consider this at a future date.

Frank spoke with Greg Blanc on the planned replacement of post lights at the entrance. Greg indicated that the island lighting project was put on hold primarily because Charles Abbitt was doing consulting work and not readily available to work with Greg on the project in 2019. However, they would like to undertake the project in 2020. Therefore, Frank suggested we include the materials associated with this project in the 2020 budget. Frank suggested $1200 for materials. Labor would be provided by Greg and Charles at no cost to VP.

Raymond recommended we increase the Meadows water budget to $900 to account for new units with new lawns and other landscaping.

The board agreed on all the proposed amounts.

All agreed that Kim, the accountant for our HOA, has done great job and been very helpful in the budget planning. Frank suggested the HOA increase her compensation by $300 to $2,100. The board agreed especially as it would be hard to find anyone else as capable.

Discuss adding additional bank accounts for Reserve Accounts

Currently, all the funds for the various reserves and operating cash are co-mingled in a single checking account. Kim tracks the state each of these various accounts. A drawback to this method is that the HOA must ask Kim the balance for each of these accounts if the information is needed between the monthly reports. It will improve transparency if each reserve were held in a separate savings account. We would even accumulate a miniscule amount of interest if they were in savings instead of checking.

Marty Mann moved that we create a separate savings account for each reserve account. The board voted to approve the motion.

Board Development Committee Recommendations

Marty Mann, Charles Abbitt, and Gary Whitaker comprise the Board Development Committee, with Marty as the current chair.

There are 2 board members who will be stepping down this year. The candidates recommended by the committee are Bob LeBoef and Tom Duckett.

After discussing their qualifications, the Board agreed with the recommendations. Additional nominations for the board may be made at the annual meeting.

Discussion of potential MSC committee positions beginning in 2020

Marty and Bob presented. Marty would like to go off the MSC on July 1. Until then, the plan proposes there be 4 MSC members to help smooth the transition. Upon Marty's retirement, the MSC committee will drop to 3 members. Greg Blanc, Bob LeBoeuf and Jane Blanc will divide Marty's duties among themselves. At any time, the MSC can request that the board appoint additional members should the need arise.

Raymond asked about the status of tracking and reviewing homeowners' insurance policies. Last year, IPM was to manage this. It was agreed to add this to MSC responsibility.

Review report by the "Yard Décor" task force and their recommendations

Frank presented the report. The VP declarations state, in essence, that no changes to anything visible on a homeowner's property may be made until it is approved by the Architectural Review Committee (ARC).

It seems to be overkill to require a homeowner to seek approval for minor items, such as adding a few flowers to the beds in their yard. The task force took on the problem of trying to develop some basic guidelines and procedures to help the HOA members understand when they should seek ARC approval. This is not a trivial problem.

It was agreed the ARC should first examine the current state and appearance of VP to help determine what is acceptable. The board will address this topic further in a future meeting.

Discuss meeting of HOA with developer of apartments and fence options

As a follow-up to the September 6, 2019 meeting with The Reserve at Gashes Creek project's management, the board reviewed the email notes (distributed to VP resident's on September 7) that summarize the meeting. There are at least two items in need of discussion and follow up. First, to identify the type of fence that would be desirable to enclose the entire VP boundary with the project. And second, to confirm and review the type of landscaping that was agreed to with the county.

As Gayle and Tom Hofmann are among those most effected by the construction, the board asked them for additional input on what needs to be done to mitigate the impact. There were several serious issues, including the elevation of the grounds and lack of a retaining wall, the need for a fence that is adequate to separate the apartments from VP, sufficient buffer plantings, decks that need to be refinished, and the lighting of the grounds just to name a few. Probably most important is ensuring that the developer fulfills all promises he makes to VP.

After some discussion, the following steps were agreed upon. First, at the annual HOA meeting, members will be asked to discuss their concerns. The board will then summarize and state these concerns in a letter.

Next, a meeting shall be arranged with the developer and a small group of VP representatives who will present these concerns and try to reach an agreement with the developer on how the problems will be addressed.

Discuss the need for creating a new HOA committee: Hospitality Committee

VP does not have a process for welcoming new residents to our community. The MSC has started addressing this problem by developing an information packet for new residents in Meadows. Raymond suggested creating a hospitality committee to meet with new residents, introduce them to the neighborhood, explain the declarations, etc.

Marty also thinks it would be helpful if the process integrates both Meadows and single-family homeowners. A wide variety of related topics were discussed with respect building a greater sense of community, for example, a VP newsletter.

It was agreed to discuss this further at the next board meeting in 2020.

Finalize plans for HOA Annual Meeting

The meeting will be held December 3rd at 5:30 at the Fairview Library.

Other HOA topics of interest to our HOA members

Marty has noticed deterioration of street signs. Raymond will check signs and replace as needed. Some of the signs may just need to be cleaned.

Adjourn

Meeting adjourned.

Action items:

- Raymond to send annual meeting info to HOA.

- Raymond to approach Jane Blanc to confirm that she is willing to chair the landscape committee.

- Frank to gather HOA concerns regarding the apartment complex and assemble the VP representatives who will meet with the developer.

- ARC to survey VP as part of establishing guidelines for permitted modifications to property by a homeowner.

- Raymond to inspect street signs and arrange for cleaning or replacement as needed.