Minutes of the Village Park HOA Board Meeting
3:00 PM, July 9, 2020
Virtual meeting using Zoom

Attendees

-Board Members:
Frank DiPalma
Raymond McClinton
Bob LeBoeuf
Tom Duckett
Arthur Harvey

-HOA Members
Sam Vulopas
Charles Abbitt

1. Welcome
Thank you to Frank for hosting the virtual meeting. Frank called the meeting to order.

2. Gate Cam System Proposals
Charles Abbitt updated the status of his research into gate cameras and system installation vendors. Of the companies he contacted, three submitted quotes. The company that currently maintains our gate, Advanced Entry Systems, is just getting into the gate security system business. They submitted a bid that included the equipment at cost. Their bid was substantially less than the others. We have been very happy with their current maintenance services as they have been reliable, responsive and done quality work. To get an understanding of the expertise needed to install these types of systems, Charles spoke with the camera manufacturer. Installing a system appears to be relatively simple. All the equipment in the various quotes is comparable.

Charles offered to talk more with Dan Roper of Advanced Entry Systems including what type of secure box is needed to protect the equipment. The board agreed he should proceed with his research.

Bob asked whether we should have gate codes for service providers that are changed periodically. Currently, most people give out their personal codes when they call service personnel. The board agreed it is a good idea to refresh the codes. Charles said that all the codes could be deleted and new ones entered.

3. Update on Village Park website
Sam Vulopas gave a demo of the website he is developing for Village Park including maintenance and management of the site. Capabilities include maintaining our HOA mailing list so that separate emails are sent to each HOA member when new information is posted, thus helping to protect the

addresses in list. Also, it could include an alert system to send SMS messages to HOA member mobile handsets in case of an emergency.

Frank asked what contents do we want to populate the site with? He asked all board members to give this some thought. Sam's next step is to add security features so that we can start including potentially sensitive information such as financial statements.

Frank will organize a meeting to discuss what we would like to add to the website. Once categories and subcategories are organized, we will forward this to Sam. Sam will update the website contents based on this.

4. Review of Action Items from last meeting

The bulk of the action items were completed. There were a few that merited additional discussion.

Raymond checked with Greg Blanc on the partitioning of backflow meter expenses between the Main and Meadows budgets. Greg thinks that is how they should be allocated and Bob explained further. This expense item includes sprinkler maintenance and a part of the contract with K2, the sprinkler service company. It was agreed that we need to understand how the contract costs are partitioned. Greg, Bob and Raymond to get a breakdown from K2 on costs for front entrance area vs. Meadows and discuss the division of cost.

The HOA received a check from the apartment developer for staining the decks damaged by ash.

Bob Grasso appears to be unwilling to modify landscape plans. Raymond suggested we submit a landscape plan showing the changes we want. Frank will follow up with the Landscape Committee.

Bob LeBoeuf agreed to include information about the Village Park community Facebook page in the greeting information for new residents of the Meadows.

Tom Duckett updated the board on the state of arbor maintenance. The arbor appears to be in good shape. It was treated for termites. The next step is to remove enough vines to perform any necessary repair and maintenance such as staining. The vines are popular with many of the Meadows residents, so clearing of vines must done carefully. It is recommended that an outside expert be hired.

Raymond Inspected the damaged curbs and contacted a contractor to estimate curb repair costs.

There was a lengthy and wide-ranging discussion of HOA liability for projects performed by residents. As we do not want to prohibit community work on the neighborhood, Frank suggested perhaps the board should review projects for safety, and help try to mitigate hazards as best we can.

5. Review of June 2020 Village Park Financials

Raymond led the discussion of the financial statements. There was very little to discuss as there were no unexpected expenses nor cost overruns.

5. MSC update
Bob LeBoeuf presented the update. Bob was kind enough to provide an electronic version for the minutes that is incorporated below.

MEADOWS UPDATE

JUNE 2020

MEADOWS SUBCOMITTEE (MSC)

After many years of service, Marty Mann is leaving the Committee as of June 30th.

We so appreciate the work he has done to help our Community grow and improve over the years. As most of you know, he and Kathryn are building a new home in Mills River and will

be leaving us this Fall. We are sad to see them go and wish them all the best. Lynn Caputo is joining the committee and will be assuming responsibilities beginning July 1st. Please refer to the Matrix, provided as separate attachment to this email, which shows the current committee members and their areas of responsibility. This should enable you to know whom to contact regarding any problems, suggestions or concerns.

NEW HOMEOWNERS

The final three townhomes in the Meadows are complete. We want to warmly welcome Jack & Chris Sale, Mark & Lisa Gibson and Brenda Brown to our Community.

NEW HOMEOWNER PACKET

The following additions are being made to the New Homeowner Packet to help residents assimilate more quickly into our community:

"Pet owners are expected to clean up after their pets, including in undeveloped lots, the park, and other areas. Numerous pet owners are all using the same limited number of areas."

"The Village Park speed limit is *20 mph*. Please observe the speed limit; there are residents with small children living near the front entrance."

Residents are not required to have their garage lights on timers but the MSC encourages residents to have them on timers and set so the lights are on from dusk to dawn. This improves the appearance of the Meadows at night and helps with security.

The complete New Homeowner Packet includes (please let Lynn Caputo know if you would like a copy of any or all of these documents):

- Village Park and Meadows Directories
- Overview of Village Park/Meadows Structure and Governance
- Service Provider List
- MSC Responsibilities Matrix
- Landscaping Ground Rules for 2020
- Building Painting Schedule
- Deck Maintenance/re-finishing Schedule
- Owner Modifications to Common Expense Elements
- Yard Decor Policy

LANDSCAPE COMMITTEE UPDATE

The committee has processed 6 homeowner requests in 2020.

TPS bought a special sprayer to use on the hillside behind Mann's unit that is too steep to walk on. We're hopeful that the fertilizer/weed control regimen they're implementing for both steep hillsides will help improve the turf and reduce weeds.

The amount of mulch TPS needed to use in the Meadows was more than our contracted amount. TPS absorbed the additional cost, but we expect them to re-evaluate for next year plus add the cost for the 3 newly completed units.

The Landscape Committee is beginning to create a list of projects and price estimates for 2021 to replace overgrown/dead shrubs in the most visible areas of the Meadows.

MAINTENANCE UPDATE

Projects Completed

- Sidewalk crack repair (Kahls, Whitaker)
- Deck Floor Boards, Deck Railings, and/or Front Porch Railings Replaced/Repaired, and Painted, several deck post caps painted/replaced. (Duckett, Mann, Burghart),
- Decks Refinished (Blanc, Burghart, LeBoeuf completed. Duckett, Peteet, Mann, Hofmann to be completed by mid-July)
- Painting of units 32 & 34 per approved painting schedule
- Coordinated with K-2, our irrigation contractor, to repair two minor issues with hydrants
- Tony took the lead to design bracing on the pergola roof trusses. He & Greg B. installed.

Upcoming Projects

- Dormer siding repair i.e. trim/seal bottom of siding boards near shingles so they don't wick water (Burghart, Roberson, Kahl, Armstrong, Duckett, Caputo, Eschele/Gordon, Peteet)-Scheduled for end July
- Repair or preventive caulk/paint deck and front porch stair railings to prevent wood rot-Scheduled completion this summer/fall.
- Install drainage solution for backyards behind #50 and #52
- Mailbox repainting (In progress)
- Two of the path lights in the park are damaged and need to have new bases installed. This will be done by mid-July.
- Two mailbox lights are not working (Ellen and Hal/Celeste). Greg B. will try to fix them this Fall when the annuals by the mailboxes are gone. If he can't fix them, TPS will be contracted to do the work.
- Mailbox lights on Meadow Vista Court are not working. The underground wire was probably cut when the landscaping was put in on Brenda's townhome. Raymond is aware of the issue and Seco Electric will work on fixing the circuit.
- Develop plan for Meadows pergola maintenance

7. Yard Décor policy revisions

Frank made some small changes to refine the Yard Décor policies. Raymond asked whether vines and other vegetation should be in this policy or should be under purview of the Landscape Committee. It was agreed that issues of plantings should be addressed by the landscape committee, but any supporting structure, such as an arbor or trellis should be reviewed by the ARC according to yard décor rules.

8. Enforcement process team update

Arthur presented the report. The task group consisted of Tom Duckett, Paul Westervelt, Michael Heustis and Arthur with input from Bob LeBoeuf and Jane Blanc. Its purpose was to study and make recommendations on how the HOA could encourage residents to follow the Yard Décor Guidelines and also to encourage maintenance of property.

Currently, the Yard Décor Guidelines cover changes and additions to property, but there is no equivalent for maintenance of homes and landscape that is not common property.

The group agreed a Maintenance Guidelines document would be useful to help residents understand their responsibilities to the community in that regard. We submitted a set of guidelines to the board for their review. Frank offered to send suggested edits to this document.

The group also submitted a set of recommendations to the board for how to encourage compliance with both the Yard Décor and Maintenance guidelines.

9. Common Elements discussion

Frank posed the question of what constitutes "Common Elements" and how are they partitioned between Main and Meadows. Raymond explained Common Elements are those items that benefit and are shared by everyone in the community, for example, the streets. "Limited Common Elements" benefit and are used by only a subset of residents, typically applying to the Meadows. For example, the lawns in the Meadows.

10. Need for Utilities subcommittee

Bob led the discussion. Most of the things that the HOA is responsible for managing are covered by committees, for example the gate committee. There is no committee that tracks and maintains infrastructure such as irrigation and lighting. We lack an inventory of what systems we have, how they are set up, who is responsible if something fails, what the maintenance schedules are, etc. It would be useful to have a committee to create institutional knowledge and of point of contact for such infrastructure.

The board agreed that this would be useful for the community.

11. Excessive Speeding

Frank led the discussion. For those of living near the gate, we have all observed that vehicles regularly exceed safe speeds as they approach the gate to exit Village Park. As there now are several children living and playing along this stretch, this presents a danger. Frank suggested that we add speed limit signs between house numbers #46 and #50 for people exiting Village Park. The board agreed. Raymond will order signs to be placed in that area.

12. Other topics of interest

There were no other topics raised.

13. Adjourn

The meeting was adjourned.

Action items:

- Charles Abbitt will speak more with Dan Roper of Advanced Entry Systems about their proposal for gate cameras and secure equipment enclosures.

- Frank will organize a meeting to discuss what we would like to add to the website that Sam is developing.

- Greg, Bob and Raymond to get a breakdown from K2 on costs for front entrance area vs. Meadows and discuss the division of cost.

- Landscape Committee to prepare a landscape plan showing the changes we suggest and Raymond will discuss them with Bob Grasso.

- Frank to submit suggested edits to the Maintenance Guidelines document.

- Raymond to order speed limit and Children playing signs.