Minutes of the Village Park HOA Board Meeting
3:00 PM, October 21, 2020
Virtual meeting using Zoom

Attendees

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

-HOA Members
Jane Blanc
Jill Tourtellot
Gayle Hofmann
Tom Hofmann

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

2. Landscape budget (Jane and Jill)
Jane and Jill presented the proposed budget for 2020. The Main budget includes two changes from previous years: two more lawn treatments as this is the least expensive way to improve grass areas; and a mildew treatment to protect grass areas in the event of unusually warm and damp weather.

The committee recommends aeration and overseeding be done as needed rather than every year. For 2021, only aeration should be required. The attachment "2021 VP Landscape Budget Proposal.pdf" provides the complete budget proposal.

Jane and Jill described the proposal to update the second island on the entrance road. This includes removing electrical posts that will not be needed, removing some trees that had been planted to hide the electrical posts and replacing them with shrubs. Incremental electrical and irrigation work are not shown in the plan. The attachment "2021 VP Landscape 2nd Island Design Proposal.pdf" illustrates the design, and the attachment "2021 VP Landscape Other Budget Proposal.pdf" contains the proposed budget amounts.

The Meadows landscape budget has already been reviewed with Meadows' residents. It includes more amendments for hillsides which need attention. They are also looking to replace mulch areas with lawn where appropriate. The budget proposal for the Meadows (including details except "Landscape Other") can be found in the attachment "2021 Meadows Landscape Budget Proposal.pdf".

Work that is planned for 2021 but is not covered by the contract with TPS is shown in the attachment "2021 Meadows Landscape Other Budget.pdf".

3. Review of Action Items from last meeting (All)
Arthur has yet to speak with Sam Vulopas as to how we might use the Village Park web site to handle proxy voting.

Raymond contacted Bob Grasso, the land agent for the apartment complex, to confirm that the landscaping scheduled for this fall would in fact be planted. We have not received a response yet.

Other action items were completed.

4. Meadows budget (Bob)
Bob presented the Meadows budget and discussed the items with the board. As with the Meadows Landscape budget, The Meadows Maintenance budget has also been reviewed with Meadow's residents. Some of the details reviewed with the Board include the following.

As confirmed by Raymond, the Landscape insurance covers assets only, not liability. It protects the value of grounds against accidental damage, etc.

Rewording of the 'Irrigation backflow meter inspection' to 'Scheduled Irrigation Maintenance' is recommended to reflect the fact that multiple maintenance items are included in this service, e.g. flushing and draining, backflow meters, etc. An 'Irrigation Repairs' line item was also added to keep scheduled maintenance and repair expenses separate.

Based on two years of experience, it is cheaper to continue with one regular cleaning of gutters in the fall with cleaning of blocked gutters as needed, rather than more frequent regular cleanings of all of the townhomes.

Bob explained that the rationale for drainage projects as recommended by Greg Blanc is one of 1) ability to maintain the grounds around a townhome, 2) potential for inadequate drainage to affect townhome structural integrity and/or 3) safety. For example, owners should have a safe path to the back of their homes in the event they don't have access from inside their home.

Bob summarized the proposed overall increase of approximately 10% In the Meadows budget as resulting from 1) additional services required for the three new townhomes, 2) additional landscape and townhome services to ensure the townhomes and landscaping are kept in good conditions as the Meadow's ages. Bob also noted that the need for a larger increase is offset significantly by volunteer work done by Meadow's residents.

5. Main budget (Raymond)

Raymond explained the Main budget. The insurance item covers assets and liabilities. He noticed that asset coverage for the pillars at entrance need to be added to the policy.

We can expect additional expenses for gate maintenance and repair based on past experience and added components.

Based on the declaration, it is the responsibility of the HOA and its board to help ensure the safety of residents. The board believes the purchase and installation of security cameras and a kiosk for associated electronics will provide an additional level of security. The costs associated with the camera and kiosk are included in the budget with a $0 amount. A footnote explains the funding will come from existing past Operating Reserve. The board agreed that use of this non-purposed, miscellaneous reserve would be appropriate.

No new cost estimates have been collected on road paving and maintenance. Thus, the board agreed the amount added to the Road Reserve for 2021 should again be $8,000.

As we cannot predict the weather for next year, it was agreed to keep the allocation for snow removal the same as last year.

Frank suggested that we delay the second island improvements to keep expenditures in check, as we face a significant potential expenditure with respect to fencing between the apartments and Village Park. The board agreed that the island improvements are not urgent and could be delayed.

The board agreed we should suggest that the Landscape Committee ask TPS whether TPS would provide a discount for a multi-year contract. Multiyear contracts allow vendors to do better labor and equipment planning allowing for more competitive prices.

Tom Duckett suggested we ask the Landscape Committee to consider ways to save money on mulch. Tom explained that a community in which he previously lived, switched from twice cut mulch to Scotts EarthGro brown mulch (~$3.00 / 1.5 cu ft) and it still looked acceptable after 2 years while the twice cut mulch fades quickly. We might experiment using the EarthGro mulch in a few areas. Another possibility is to use fewer inches of mulch.

6. Annual Meeting discussion (Frank)
The board agreed that the annual meeting be held at 5:30pm on Tuesday, December 1, via Zoom. Frank offered to work on creating a list of rules for how the meeting will be run so that everyone has an opportunity to speak in a fair and orderly process.

Frank explained that Zoom provides a mechanism for voting, and that he will investigate how we can use this for the meeting. We also need an alternative voting method for people who cannot use Zoom. Frank will explore other methods for voting.

7. MSC members (Bob)
With both Jane and Greg Blanc stepping down from the MSC, new members are needed. Bob recommended Jack Sale as a new MSC member. Bob proposed that Jack familiarizes himself with the MSC and it's functioning before assuming formal responsibilities. After some time (~6 months), the MSC could start transferring some of Bob's responsibilities to Jack. Lynn Caputo will continue with her current responsibilities. Greg Blanc previously agreed to retain some of his maintenance responsibilities as an ad hoc MSC member (e.g. electrical, irrigation, drainage).

Raymond suggested that Jack may be a good person to maintain owner insurance information given Jack's experience in the field.

The Board unanimously approved the appointment of Jack to the MSC.

8. Clarification to yard decor policy (Bob)
The Yard Décor Policy states

> "… any object exceeding 24 inches in height and 24 inches in width or depth …"

The board agreed that the word "and" should be "or" as the current wording allows short and fat objects, or tall and skinny objects.

9. Reflections on Biltmore Lake HOA Transition (All)
Brenda Clark of the Biltmore Lake HOA sent us very useful material on (e.g. potential legal issues, check lists, etc.). After speaking with Brenda, our HOA is in a comparatively good position. Many of the materials and processes we will need are at least partially in place. Our recent work to assemble information for our web site has helped us collect several of the things we will need.

Raymond stated that the date for transition is open and depends on the pace of how our work shapes up.

Bob opined that we need to track our progress, for example, using check lists.

10. Other topics of interest (All)
Charles Abbitt has expressed concern about gate code management. With many residents, guests, delivery services, construction, maintenance and other service personnel needing access to Village Park over the years, it is likely that gate codes are in the possession of people who no longer have a legitimate need for them.

Charles suggested we consider methods such as changing the gate codes every year, changing vendor gate codes regularly, etc. Frank suggested we form a committee to devise and evaluate problem solutions. Arthur volunteered to contact Charles to discuss how we should proceed.

11. Adjourn
Frank asked whether there were any other items of business. None were raised, and the meeting was adjourned.

Action items:

- Arthur to discuss with Sam how we might use the web site to handle proxy voting.

- Tom will work with the Landscape Committee to investigate possible ways to reduce mulching costs.

- Frank to ask the Landscape Committee to ascertain whether TPS could provide more competitive future year pricing if we had a multi-year contract with them.

- Frank will work on the rules for making the Annual Meeting run smoothly using Zoom. This includes a process for voting by both those who can attend via Zoom and those who cannot.

- Arthur will contact Charles about forming a group to devise recommendations on how to manage gate codes.