Minutes of the Village Park HOA Board Meeting

Thursday, October 20, 2022 at 2:00 PM
Location: DiPalma Home
and
Thursday, October 27, 2022 at 3:00 PM
Location: LeBoeuf Home

Attendees

- Board Members:
  Frank DiPalma
  Tom Duckett
  Bob LeBoeuf
  Bob Christy via phone
  Arthur Harvey

- HOA Committee Chairpersons
  Jill Tourtellet
  Charles Abbitt
  Greg Blanc

1. Welcome and recognition of committee chairs (Frank)

Frank welcomed the meeting participants. The minutes of the previous meeting were unanimously approved by the Board. Thank you to Frank and Bob LeBoeuf for hosting the meetings.

2. Review of Action Items from last meeting (All)

Action items:

- Frank to send instructions for the website to the HOA.
Frank emailed website instructions to the HOA membership. We now have approximately 50 HOA members registered for the web site.

- Bob Christy to send biography to Sam for website.
Bob Christy submitted his biography, and Sam posted it to the website.

- Bob C., Bob L. and Tom to review and recommend clarifications for proposed Amendment 7.
A draft was completed and submitted for review.

- Bob L. to draft Street Safety memo
A draft was completed and submitted for review.

3. 2023 VP Landscape Proposal (Jill)

Jill Tourtellet presented the Landscape Committee achievements for 2022 and the proposal for 2023 including budget estimates for each project. A summary of these topics can be found in Addendum 1. The board unanimously approved the proposed projects and incorporated the costs into the 2023 budgets. Jill will review the details of these at the annual meeting.

The Landscape Committee continues to do outstanding work in planning, executing and finding capable vendors at reasonable cost. The board thanks Jill and the other committee members for presenting achievements and plans to the board, and providing the addendum for inclusion with the board minutes.

4. 2023 VP Asset Proposal (Charles/Greg)

Greg Blanc presented a proposal on lighting for the entrance area including both maintenance and improvements. Greg will review the details of these at the annual meeting.

The board unanimously approved the proposal. A part of the proposal includes replacement of a light which presents a safety hazard. The light in question has a broken bulb, the base of which could not be removed from the socket. The board concluded that work should commence in 2022, if possible, because of the potential for electrical shock from the broken bulb.

Charles Abbitt presented the current state of the gate and a proposal for future maintenance and improvements. As the keypad will need replacement in the near future, he suggested that the committee investigate more capable entry systems. Charles will explain these items at the annual meeting.

Based on the anticipated life of various gate components and the costs associated with repair and replacement, Charles proposed additional reserve funding for future repairs and enhancements to the gate. The board unanimously approved this proposal.

Thank you to Greg and Charles for developing these proposals and presenting them to the board.

5. Meadow's update (Bob)

Bob LeBoeuf presented the update. The agenda for the most recent Meadows Committee meeting is provided in Addendum 2. Project updates discussed at the meeting are contained in Addendum 3.

Thanks to the Meadows' team for all the work they do for the Meadows community.

6. Main & Meadows budget status and 2023 prep (Bob)

Bob LeBoeuf presented the financial statuses of the Main and Meadows budgets along with initial drafts for 2023. For the current year, we are in excellent shape and should finish 2022 very close to the budgeted amounts for both Main and Meadows. See Addendum 4 for additional details.

Bob presented Main and Meadows draft budgets for 2023. Both budget proposals were unanimously approved by the board. These budgets, along with other materials, will be distributed to the HOA membership for review prior to the annual meeting.

7. Potential Amendable Items (Frank)

Frank DiPalma presented items for potential inclusion in an amendment to the Village Park covenants. The board discussed these, and Tom Duckett and Bob Christy offered to create a draft Amendment 7 for review and eventual submission to the HOA membership for approval.

8. Annual Meeting (All)

Based on the success in conducting the last two Annual HOA Meetings using Zoom, the board decided to continue holding the 2022 Annual Meeting in a similar manner. The meeting will begin at 6:00PM on Tuesday, December 6, 2022.

Details on how to participate via Zoom, including the process for voting on the proposals, will be distributed to the HOA membership.

9. Street Safety (Bob and Frank)

Speeding in our neighborhood continues to be a serious problem that especially endangers pedestrians and children. Bob LeBoeuf and Frank presented a draft memorandum on this topic for distribution to the community. The board reviewed the draft and Bob volunteered to update the document.

10. Committee Structure and Responsibilities (Bob)

Bob LeBoeuf presented a table of current committees and their responsibilities for discussion by the board. It was agreed that the MSC should be renamed the “Meadows Committee” so that the name more accurately reflects the committee’s role and is consistent across all committees.

Historically, the Architectural Review Committee (ARC) was run by the developer. With the developer having relinquished control of the community, the HOA must assume management of the ARC. It was agreed that the ARC should now report to the board. This will allow the board to be advised of ARC decisions and set policy as needed. In addition, the president of the HOA board will chair the ARC.

11. ARC Report (Frank)

Frank reviewed various ARC activities that occurred since the last board meeting. He explained recent decisions by the ARC and how they were resolved. Frank noted areas where the board (with the input from the community) should set policy and provide guidance to the ARC.

12. Other Topics of Interest (All)

Frank noted that Village Park needs guidelines with respect to visual appearance of solar panels. These guidelines would need to be consistent with North Carolina regulations. Frank volunteered to create a draft document.

13. Adjourn

5:00PM

Action items:

- Frank to create agenda for annual meeting.

- Frank and Sonya to arrange a Zoom teleconference for the annual meeting.

- Bob C., Bob L. and Tom to review and recommend text to be proposed as Amendment 7.

- Bob L. to update the Street Safety memorandum.

-Tom to add Committee Structures and Responsibilities chart to VP website.

- Frank to draft guidelines on adding solar panels to homes in Village Park.