Minutes of the Village Park HOA Board Meeting

Monday, February 5, 2023 at 3:00 PM
Location: Tom Duckett's Home

Attendees
- Board Members:
Frank DiPalma
Tom Duckett
Arthur Harvey
Bob LeBoeuf
Elsie Reid

- HOA Members:
Sue Kirkman
Bob Kirkman
Merry Rose

1. Welcome
Frank welcomed everyone and called the meeting to order. Thank you to Tom Duckett for hosting the meeting.

2. Election of Officers for 2024 (All)
The current set of officers were nominated to retain their responsibilities.
Frank DiPalma, President.
Tom Duckett, Vice President.
Bob LeBoeuf, Treasurer.
Arthur Harvey, Secretary.
The board unanimously approved these officers for 2024.

3. Follow-up from Annual Meeting (All)
All present thought the meeting went well. Feedback from some of the HOA members was that the meeting was very informative. It improved their understanding of the purpose and responsibilities of the board, summarized HOA accomplishments in 2023 and proposed goals for 2024.

4. HOA goals for 2024 (All)
Goals for 2024 are based on the objectives of improving physical safety and security, maintaining financial stability, and preserving the desirability of Village Park as a place to live. It was agreed that two studies would be useful in this regard.

One study is to understand the potential uses of the commercial property retained by the developer, Village Park Development, LLC (Raymond McClinton), how these uses would impact the community and what the Village Park HOA could do to help achieve a desirable outcome for this area. Frank will form a task group of HOA members to explore what could be done with these lots and what involvement the HOA might have. Elsie volunteered to be part of the task group.

The other study will explore potential improvements to gate security features. Charles Abbitt has offered to form a gate security improvement task group of HOA members to develop cost-effective recommendations for enhancements to gate security. Arthur volunteered to participate in this group.

5. Main and Meadows Budget Status (Bob)
Bob gave a summary of 2023 financials. See Bob's report below.

2023 Year End Annual Budgets Wrap-Up

Main Budget

Main Operating Budget and Operating Reserve

The 2023 Main Operating Budget expenditures were $ 36,251.50 as compared to a budget amount of $41,792.00. Thus, we came in *$5,540.50 under budget.* The underspend is primarily a result of: 1) no snow removal-related expenses in 2023, 2) additional income from transfer fees and 3) several line-item underspends.

The unspent Operating Budget balance of *$5,540.50* will be added to the Asset Reserve CD as we feel the current Operating Reserve Account balance of $8,057.15 is sufficient to meet unanticipated expenses. (Note: the $12,020.00 remaining balance from the insurance settlement for accident-related gate repairs is not included in these calculations. The remaining balance will be rolled over to the 2024 Main Operating Budget to cover gate repair expenses.)

Main Budget Asset Reserve (CD)

$15,000.00 will be added to the Asset Reserve CD in 2024. This total includes $5,430.90 from the 2024 Asset Reserve Expense line item plus $9,569.10 from the 2023 Operating Budget. This will result in a total Asset Reserve CD amount of $87,800.00 and keep us on track to meet asset maintenance needs.

Meadows Budget

Meadows Operating Budget and Operating Reserve

The 2023 Meadows Operating Budget expenditures were $ 85,354.64 as compared to a budget amount of $86,536.00. Thus, we came in *$1,181.36 under budget.*

The underspend is primarily a result of lower TPS Landscape expenses due to fewer mowings than planned. The unspent 2023 Operating Budget balance of $1,181.36 will be added to the Meadows Operating Reserve Account, bringing the balance to $11,527.71.

The planned, unspent Paint/Deck Reserve funds of $16,161.56 were transferred to the Paint/Deck Reserve CD and $2,000 was transferred to the Meadows Asset Reserve fund.

Paint/Deck Reserve Account (CD)
The transfer of $16,161.56 from the 2023 Operating Budget will result in a Paint/Deck Reserve balance of $65,086.89. This balance keeps us on track to meet townhome painting and deck maintenance needs.

Meadows Budget Asset Reserve (CD)
The planned transfer of $2,000 from the 2023 Operating Budget will result in a balance of $2,000 in the newly established Meadows Asset Reserve. Our objective is to continue to build this balance to meet future Meadows asset maintenance needs (e.g. pergola, sidewalks, driveways, etc.).

Many thanks to Bob for providing this report for inclusion in the Minutes.

6. Investment of Reserve Accounts Funds (Bob)
See Bob's budget report in item 5 above.

7. Meadow's Update (Bob)
The Meadows Committee is currently compiling the 2024 'To Do' List of Landscape and Maintenance Projects to be completed this year. Once compiled, the list will be distributed to Meadows residents and discussed at the spring Meadows Residents meeting (to be scheduled for April).

Elsie has succeeded in obtaining a proof of insurance from all but one Meadows resident, who has only recently moved into the neighborhood. This is a significant accomplishment and Elsie is to be commended for her efforts!

8. Amazon Delivery Process Agreement (Elsie and Frank)
Our gate currently includes a system provided by Amazon that enables Amazon delivery drivers to open the gate. This system, which Amazon refers to as a Business Key, uses a "credential" the HOA provides. This system also records the identity and times of entry and exit of its drivers.

An Amazon representative stated (yet to be confirmed in writing) that the current agreement between our HOA and Amazon is now void. They plan to submit a new agreement for the HOA to approve that has two provisions of concern with respect to both their own and third-party delivery drivers.

First, they ask for limited liability of $10,000 for any issues related to their or third-party use of the Business Key. Given that it cost over $17,000 to repair the recent damage to the gate, that may not be sufficient.

Secondly, they ask that the HOA indemnify them against any claims by residents of Village Park or others against damage or injury attributable to third-party delivery agents. This could put the HOA in a precarious position should a resident sue Amazon for damages or harm resulting from Amazon deliveries by third-party agents.

Given that Amazon will continue to deliver packages whether or not this agreement is in place and based on input from Elsie and Charles, the board recommends that the HOA not accept the revised contract when offered.

9. Review of Seventh Amendment (Elsie and Frank)

The board asked Elsie for her perspective on the current wording of the Seventh Amendment to the VP Declaration, as it relates to its reference to association guidelines promulgated by the HOA and published on its website. Elsie observed that the Declaration refers to design guidelines and limitations in several places, and that this amendment which references HOA guidelines but does not name them specifically should be a sufficient foundation for and reference to design and maintenance guidelines. The association guidelines are intended to provide guidance to homeowners as to what is deemed acceptable or not under the HOA covenants and is clearly within the purview of the Board and Architectural Review Committee. There is the potential for confusion on our website as we have Design Development and Land Use Standards established by the Developer under the “about” section of the website and the set of Association Guidelines the HOA has subsequently added in the “members” section on the website. The Board will clarify that both apply by adding language to that effect on the website and citing the provisions of the Declaration that refer to guidelines. There is also a typo in the Seventh Amendment that is not an urgent issue and can be remedied the next time other amendments may be needed.

10. ARC Report (Frank)

Some issues addressed by the ARC include: Work on 2 single-family porches approved to repair structural issues; A request to move and reorient a section of proposed solar panels was considered and not approved; Paint colors for new home were approved; A tentative design and location for a new home planned for Lot 93 was approved; The landscape plan for a recently built home was enhanced and approved.

11. Other Topics of Interest (All)

Ron Butler played an integral role in the development of Village Park and continues to contribute to the community via the ARC and providing help with other issues. The board heartily agreed that we should present him with a plaque recognizing all he has done for our community. Frank will have a plaque made and schedule a luncheon to make the presentation.

12. Adjourn

Action items:
- Frank to organize a team of HOA members along with Elsie to explore potential opportunities for the commercial property.

- Frank to acquire plaque for Ron and schedule award luncheon.

- Arthur to contact Charles about participation in the task group study of possible cost-effective security enhancements for Village Park.