Minutes of the Village Park HOA Board Meeting

Wednesday, October 2, 2025 at 3 PM
Location: Reid's House

Attendees
Board Members:
- Frank DiPalma
- Tom Duckett
- Bob LeBoeuf
- Elsie Reid
- Bri Ghosn

HOA Members:
- Charles Abbitt
- Mark Wilkins

1. Welcome

Frank called the meeting to order. Thank you to Elsie for hosting the meeting in her home. The board approved the minutes of the previous meeting.

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

- Bob to investigate adding loose stone to reduce erosion in 2 culverts.
    - Following the last hard rain, Bob took photos and video footage of possible areas of erosion around Gashes Creek near the neighborhood entrance. The main area of concern is near the retaining wall that belongs to the commercial property.
    - Erosion is minimal and occurs mainly during high flow events. We will continue monitoring, but no immediate action is needed.
    - Additionally, Bob noted the drainpipe at the neighborhood entrance is very occluded. Its location appears to be beyond the area that the HOA maintains, so it may be a commercial property issue which will need to be discussed with the developer.
    - Bob will share his photos and videos with Frank, and Frank will reach out to the developer to review both concerns.

- Frank to rewrite, for board member review, the Board Member Replacement Guidelines in a manner similar to other Association guidelines.
    - Completed, reviewed by the Board, and posted on the HOA website.

- Elsie to draft an amendment addressing the homeowner's insurance requirements.
    - See agenda item 6

3. Gate security proposal (Charles and Mark on behalf of the Asset Committee)

The neighborhood's current network recorder at the entrance gate was installed in 2020 and is no longer working, along with the camera dedicated to capturing license plates. The neighborhood currently has one working camera that looks at the full gate, which will remain in place.

The committee obtained bids for a new network recorder and two new cameras: One at the gate entry keypad and a second for license plate recognition. SCW Security was the best bid at approximately $4,000.

Additionally, the committee explored purchasing a cellular modem to enable remote login and download of footage as needed. The cost is approximately $500, plus an ongoing monthly cellular subscription cost of $40. The cellular modem can also support an enhanced vehicle entrance technology if the HOA explores that option in the future.

The committee recommends accepting and proceeding with the bid from SCW Security and purchasing a cellular modem. The Board approved the recommendation with a goal to complete the installation by year end.

4. Main & Meadows Budget status (Bob)

Bob presented the status of the Main and Meadows budgets, and both are on track. Bob is finalizing the initial 2026 Main Operating Budget draft, and the board will meet in early November to review it.

Treasurer's Report 10.2.25

Main Budget

- Through the end of September, the Main Operating Budget is on track. Based on September actuals and projected expenses for the remainder of the year, we are projecting to come in on budget for 2025 pending year end snow removal expenses.
- As of end of September, $23,650.00 Asset Reserve funds are available. These will be sufficient to cover remaining 2025 asset-related projects.
- The 2026 Main Operating Budget is under development.

Meadows Budget

- Through the end of September, the Meadows Operating Budget is on track. Based on projected expenses for the remainder of the year, the Meadows Operating Budget is predicted to come in approx. 6% over (est. $5,400.00) due to greater than anticipated tree removal/pruning expenses as a result of tree damage from the hurricane and lighting strikes and pergola maintenance. The Meadows Operating Reserve is sufficient to cover the overspending.
- Including the planned $10,357.11 Paint Reserve 'carry-over', the Paint-Deck Stain Reserve expense line will come in within budget.

5. Meadow's update (Bob)

Meadows Update 10.2.25

- Preparation of the 2026 Proposed Meadows Operating Budget has been completed by the Meadows Committee. It was distributed to Meadows' Residents on Oct. 1 for review prior to the upcoming Residents meeting.
- The fall Residents meeting is scheduled for October 15 to discuss the proposed 2026 Meadows Operating Budget. We will also review the 2025 Landscape and Maintenance Project List. completed to date, our Certificate of Insurance program and other topics of interest to Meadows Residents. All meeting materials have been sent to Meadows residents (Oct. 1).
- We have made excellent progress against the Meadows Landscaping and Maintenance projects list (see Project List posted on the VP website, Meeting Minutes-Meadows). We are on track to complete the project list by the end of this maintenance season.

6. Ninth Amendment (Elsie)

Elsie presented a draft Ninth Amendment addressing issues identified in prior meetings relating to insurance obligations for homeowners. This amendment creates flexibility around maximum deductibles, by referring to guidelines posted on the HOA website rather than stating specific amounts. The amendment also corrects language to name the HOA as an additional interested party instead of loss payee.

The amendment maintains the requirement that single family owners and lot owners obtain insurance, but the HOA will continue to not collect insurance verification for those owners. However, the HOA will keep on collecting insurance verification for Twinplex homeowners.

A few minor modifications were suggested by the Board. Elsie will incorporate these changes and provide a finalized draft for Board review.

7. Real Estate Open House guidelines (Frank)

The neighborhood recently had four houses for sale simultaneously, which highlighted the need for an HOA policy regarding signage advertising properties for sale and open houses.

The Board approved limiting real estate signage at the neighborhood entrance to signs advertising open houses only and for the signage to be present solely on the day of the open house. Additional for sale and open house signage is permitted on the homeowner's lot on a continual basis as needed.

8. ARC report (Frank)

Frank presented the ARC report. A concrete driveway and walls were installed at 93 Village Pointe Lane. There remain only 3 lots, and construction is anticipated soon on 2 of the lots.

James McMasters recently departed from the ARC. In his absence, ARC will use an architect/builder on retainer as needed for the 2 prospective builds. Meanwhile, the ARC will search for a new member with a relevant background.

9. Other Topics of Interest (All)

- The road crack sealing is expected to commence by mid-October, pending weather.
- There have been reoccurring maintenance compliance issues with a single-family home, and the Board is exploring options for resolution.
- The Board approved holding the annual HOA meeting in December via Zoom, with a follow-up social gathering at Cultivated Cocktails. Tom will check on availability at Cultivated Cocktails for the first week of December.

10. Adjourn

The meeting was adjourned at 5:20pm.

Action items:

- Frank will reach out to the developer to set up a meeting to review drain issues.
- Bob will finalize the initial 2026 Main Operating Budget draft, and the board will meet in early November to review it.
- Elsie will finalize the 9th amendment.
- Tom will confirm availability for the HOA social gathering at Cultivated Cocktails.