Minutes of the Village Park HOA Board Meeting

Thursday, April 23, 2026, at 3:00 PM
Location: DiPalma's house

Attendees
Board Members:

Frank DiPalma
Tom Duckett
Bob LeBoeuf
Elsie Reid
Bri Ghosn

HOA Members:

Andrew Hart

1. Welcome

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

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

   Action items:

   - Frank will reach out to the developer to set up a meeting to review drain issues.
     - Frank discussed this with the developer at the annual recognition luncheon, and the developer will follow up.
   - Elsie will research filing an Assumed Business Name Certificate.
     - Elsie researched the Assumed Business Name Certificate. Frank filed the form, and it has been issued.
   - Frank will coordinate with the ARC committee to draft updated Design and Development Guidelines and a draft MOU for board member review.
     - See Agenda item 5.

3. Main & Meadows Budget status (Bob)

   Main Budget

   - Through the end of March, the Main Operating Budget is on track. A moderate overspend on snow removal to date will likely be balanced out by fiscal year-end by other budget line items. Thanks to all residents for the timely payment of the annual dues. It is very much appreciated!

- 2025 Asset Reserve CD funds plus unspent asset-related funds from the 2025 Operating budget were invested in a new, 2026 CD in the amount of $85,000.00. Asset-related funds in the 2026 Operating Budget should be sufficient to meet our projected current year asset maintenance expenses.
- Federal taxes for the CD interest received in 2025 by Village Park Dev. HOA were paid.

Meadows Budget

- Through the end of March, the Meadows Operating Budget is on track. As with the Main Operating budget, thanks to Meadows residents for the timely payment of Meadows dues!
- Based on 2026 projected spending, a Paint/Deck Reserve CD in the amount of $55,000.00 was purchased. Paint/Deck-related funds in the 2026 Meadows Operating Budget and Meadows Operating Reserve (if needed), are sufficient to cover projected Paint/Deck Staining expenses for the year.

4. Meadow's update (Bob)

Meadows Update 4.23.26

- The Meadows Committee decided to delay the spring Meadows Residents Meeting from Early April until the end of May/first part of June to better accommodate personal schedules, allow for new Meadows residents to arrive and for projects on the Landscape-Maintenance Project list to get underway. A meeting will be scheduled for end of May, first part of June.
- Progress against the initial 2026 Meadows Landscape and Maintenance, Project list is well underway with several landscape and building/common area maintenance items now completed. An updated Project List will be distributed to Meadows Residents and discussed at the upcoming Meadows Residents meeting.
- The townhome painting and deck staining schedule for 2026 is under discussion with our painters. The specific work to be done (including projected timing) will be discussed at the upcoming Meadows Residents meeting.

Both Main and Meadows Operating budgets for 2026 are progressing as planned.

5. Design and Development Guidelines - MOU (Frank)

The ARC finalized, and the board approved, a simplified Memorandum of Understanding (MOU) to be signed by the homeowner and their contractor before construction commences. The MOU acknowledges the HOA's Design and Development guidelines and the owner's and builder's responsibility to abide by them.

6. Additional ARC service (Frank)

El Vulopas is an ARC member who is graciously offering free consulting services to HOA single-family homeowners on landscaping architecture and gardening. Her services have been very well received by several homeowners to date, and the HOA appreciates her sharing her expertise.

7. ARC report (Frank)

   Frank presented the ARC report. The ARC approved proposed improvements to the porch, deck, and drainage areas for 110 Village Pointe Lane. It also approved a new exterior staircase and concrete driveway replacement for 84 Village Pointe Lane, along with multiple single family home roof replacements. The ARC expects to receive landscape plans for review in the coming month for 99 & 69 Village Pointe Lane.

   Plans for a new home construction were submitted for 88 Village Pointe Lane and are under review, which is the second to last lot to be developed in the HOA.

8. Other Topics of Interest (All)

   For the past several years, Jill Tourtellot has generously volunteered her time to physically maintain several landscaping areas around the neighborhood entrance, island, and gate. She recently requested to step back from these activities, so the board will look for a new homeowner to assume these responsibilities. Tom volunteered to lead the search. Thank you Jill for keeping our neighborhood looking great!

   The board approved installing decorations for Independence Day at the entrance gate.

   Frank suggested that when somebody moves into the neighborhood, we include a volunteer interest form that could be attached to our welcome letter. The form would list the HOA's various committees and possible volunteer opportunities for future involvement as openings arise. Elsie volunteered to initiate a draft form.

9. Adjourn

   The meeting was adjourned at 4:13pm.

   Action items:

   Locate a new volunteer to assume Jill's landscaping maintenance areas. (Tom)

   Install Independence Day decorations at the front gate. (Frank)

   Draft a form that would accompany the existing welcome letter for new homeowners, so that they could indicate their areas of volunteer interest in future HOA committee opportunities. (Elsie)