Minutes of the Village Park HOA Board Meeting

Thursday, July 23, 2026, at 3:00 PM
Location: Duckett's House

Attendees
Board Members:

Frank DiPalma
Tom Duckett
Bob LeBoeuf
Elsie Reid
Bri Ghosn

1. Welcome

   Frank called the meeting to order. Thank you to Tom 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:

   - Locate a new volunteer to assist Jill in her oversight of Village Park's landscaping maintenance areas. (Tom)
     - Jeff Rosch volunteered to assume the role, and his contribution is greatly appreciated.
   - Install Independence Day decorations at the front gate. (Frank)
     - Thank you to the Gate Asset Committee for creating a celebratory entrance.
   - 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)
     - See Agenda Item 5.

3. Main & Meadows Budget status (Bob)

   Main Budget
   - Through the end of June, the Main Operating Budget is on track.
   - Management fees from property transfers currently total $600 with an additional $200 pending from a recent sale.
   - Remaining available 2025 Asset Reserve funds total approximately $23,000 for anticipated upcoming expenses.

Meadows Budget

- Through the end of June, the Meadows Operating Budget is on track.
- Spending will begin to accelerate once townhome painting and deck staining begins end July/first of August.
- Meadows dues payments are up to date. Final payments (totaling $12,070.20) of those on installment payments are due by September 1.

4. Meadow's update (Bob)

Meadows Update 7.23.26

- The Meadows held its spring Meadows Residents Meeting on June 3. Thirteen townhomes were represented (18 total attendees). The agenda, an updated 2026 Landscape and Maintenance Project List (as of 6-3-26) and Meeting Minutes were posted to the VP Website.

- Projects on the 'evergreen and growing', 2026 Meadows Landscape and Maintenance Project list continue to be completed. The Landscape maintenance program continues to progress well despite the wet weather. Scheduled maintenance (e.g., gutter cleaning, K2 lighting & hydrant maintenance) are on track. The start of the townhome painting work has been delayed due to the weather… is now scheduled to start July 28. Deck staining is scheduled to begin mid-to late August pending the weather.

- Preparation of the 2027 Meadows Operating Budget will begin mid-end of August with an end of September 'target date' for distribution of a DRAFT Proposed Budget to Meadows residents. The draft budget will be discussed at the fall Meadows Residents meeting held in mid-October (to be scheduled) followed by our 'mail-in' vote approval process.

5. Volunteer Interest form (Elsie)

Elsie shared a draft Village Park Volunteer Interest Form. Frank will see if the form can be completed online on the HOA website, so the welcome letter to new residents can include a link to the form. Once finalized, the form will also be sent to existing residents to complete as desired.

6. Asphalt road pavement (Frank)

Village Pointe Lane is 20 years old with moderate to heavy traffic. It reflects minor to moderate wear with several small areas of more severe deterioration. Late last year, the locations with more severe deterioration were treated with liquid asphalt to minimize further deterioration and that effort was largely successful.

Meadow roads are approximately 11 years old with light traffic and in need of minor repair work.

The Board agreed to contact several contractors for a site evaluation and bid to address the deterioration and recommended maintenance and repairs. Frank volunteered to initiate the process.

7. ARC report (Frank)

   Frank presented the ARC report. The ARC approved landscaping plans for 93 Village Pointe Lane, a preliminary concept for 88 Village Pointe Lane, a roof replacement for 36 Village Pointe Lane, and a new water collection system for 109 Village Pointe Lane.

   Additionally, 69 Village Pointe Lane is pursuing a slope engineering study in anticipation of submitting a final landscaping plan.

8. Other Topics of Interest (All)

   The HOA website is still locked down while we assess the situation and formulate the best approach to implement needed security updates.

   Concern was expressed around the hidden driveway for 69 Village Pointe Lane. A possible solution is to install a Hidden Driveway sign to alert drivers to its presence. Additionally, the entrance signs could benefit from a refresh. Tom volunteered to research signage cost.

   Our annual HOA picnic will be Sunday September 27th.

   In preparation for our annual meeting, Tom volunteered to check with Cultivated Cocktails on their availability.

9. Adjourn

   The meeting was adjourned at 5:25 pm.

   Action items:

   Finalize Volunteer Interest form and check on availability to post it to our HOA website for online completion (Frank & Elsie)

   Send site evaluation and bid requests to contractors for road maintenance & repairs (Frank)

   Check with Cultivated Cocktails on availability for social gathering after annual meeting (Tom)