

The Park Board of Directors Meeting

November 9, 2015

Draft

Members Present: Cindy Ainsworth, Grant Delmar, Vergil Esau, Stephanie Hartman, Roy Richter, and Ray Walker.

Guests Present for a Portion of the Meeting: Ann Bolton, Madalyn Bolton, Mark Borofsky, and Rob Hartman.

Call to Order: The meeting was called to order at 6:30 p.m.

Quorum Established: All members were present, except Grant Delmar who arrived at approximately 7:30 p.m.

Approval of Agenda: The agenda was approved as printed/mailed to all Board members in advance of the meeting.

Approval of Minutes: Roy Richter moved, seconded by Ray Walker, that the minutes of the October 12, 2015 meeting be approved as printed. Motion carried.

Daycare Concerns: HOA member, Ann Bolton, indicated that late in October, she became aware that the Board President had contacted a few of her neighbors regarding any concerns they may have regarding the daycare business that she operates within her home. She indicated that she was unaware that there had been complaints, and asked that the Board advise her of any concerns so that she might have an opportunity to correct/respond to these issues. Board members indicated that there had been no complaints, and Stephanie Hartman indicated that the purpose of her informal survey was to make homeowners aware of proposed changes to the Covenants and Bylaws. Following additional discussion, Ann thanked the Board for the opportunity to be on the agenda, and reaffirmed that it is her desire to be a good neighbor and live peacefully within the neighborhood.

Bylaws Committee Report: Vergil Esau moved, seconded by Roy Richter, that copies of the proposed revisions to the HOA Bylaws and Covenants (which will include list of those sections which have been edited) be posted on the HOA Parkbark website for HOA members to review and comment, prior to distributing them for an official vote in 2016. Motion carried. Vergil indicated that he would forward this information to Board Secretary, Cindy Ainsworth, for posting on the website. Homeowners will be asked to forward any comments/concerns they may have (in writing) to the Board via the HOA email account: theparkhoa.wichita@gmail.com

Homeowner, Mark Borofsky, expressed his concern about potential liability issues for the HOA if the Covenants do not include a requirement that daycare operators provide the

HOA with a copy of their State license and insurance certificate. Some Board members disagreed and felt that it was not the responsibility of the HOA to get involved with regulating in-home businesses. It was noted that with the posting of the proposed changes to the HOA Covenants and Bylaws on the website, all homeowners will have an opportunity to voice their concerns, and the Bylaws Committee and the Board can readdress these issues and determine if additional changes are needed, prior to sending these documents out for a vote (which will require approval of 75% of all homeowners for changes to the Bylaws and 51% approval for changes to the Covenants).

Other Neighborhood Concerns: Stephanie Hartman reported that she had received a complaint from a homeowner who had noticed that another homeowner was depositing their household trash in the Commons Area (behind their home). Ray Walker indicated that he would personally talk to this homeowner about this problem, and assist with the clean-up, as needed.

Vergil Esau reported that he had visited with a neighbor concerning a small boat (on blocks) which had been left on the driveway for an extended period of time. The neighbor reassured Vergil that the boat (which belonged to his son) would be removed within the next two weeks.

President's Report: Stephanie Hartman reviewed the proposed agenda for the HOA Annual Meeting, to be held December 7th, 6:30 p.m., at Cross Road Church. It was noted that the HOA Secretary would prepare the documents to be mailed to all homeowners by no later than November 20th. Vergil Esau moved, seconded by Roy Richter, that the Board approve the proposed letter to all homeowners, the proposed agenda, and the proposed PowerPoint template for the Annual Meeting. Motion carried.

Stephanie also announced that Jan Capps had agreed to serve as Chairman, of the Nominating Committee, whose responsibility will be to nominate at least 7 homeowners to run for the four vacant HOA Board positions for 2016-17. The Nominating Committee is scheduled to meet on November 10th, and election of new Board members will occur at the December 7th Annual Meeting.

Audit Report: Mark Borofsky presented the Audit Committee's Report, noting that HOA member Jim Fallis had assisted in the preparation of this report. He noted that this audit was based upon HOA records for the five-year period of 2010, 2011, 2012, 2013, and 2014, and was fairly difficult to complete due to the fact that many of the necessary documents were missing and/or incomplete (i.e., minutes, contracts, bids, receipts, bank records, etc.). As per the HOA Audit Policy (Adopted 8.10.2015 – Copy Attached To Official Minutes), the Board requested that the Audit Committee send a copy of this preliminary report to the HOA Treasurer (who was in office during the year being audited) for clarification and/or to provide additional documentation, prior to finalizing the Audit Committee's Report to be presented at the HOA Annual Meeting. (Copy of Preliminary Report Attached to Official Minutes) Mark indicated that he would send this report to:

- Chris Martin, HOA Treasurer (2010-2013)
- Sara Runyan, HOA Treasurer (2014)

The Board thanked Mark and Jim for their time and commitment to complete this onerous task.

Secretary's Report: Cindy Ainsworth distributed a copy of the results of the 2015 HOA Survey. (Copy Attached to Official Minutes) She noted that a few additional surveys continue to trickle in, and she will update the survey information prior to the annual meeting. Grant Delmar agreed to present the survey results at the Annual Meeting.

Cindy also reported that the annual expense for the HOA website platform/name will need to be renewed/paid via credit card in February, 2016. The Board authorized continuation of the annual expenditure, and requested that it be paid via the HOA Bank Debit Card going forward.

Cindy noted that the Board had authorized a donation of \$100 to the Cross Road Church when the Special HOA meeting was held there in March, in appreciation for use of their facilities, audiovisual equipment & tech support, plus providing coffee. Ray Walker moved, seconded by Stephanie Hartman, that the Board donate an additional \$100 to the church for use of their facilities at the 2015 Annual Meeting on December 7th. Motion carried.

Grounds Report: Vergil Esau distributed a summary report of the bids he had received from five lawn companies to provide mowing/grounds support during 2016. He indicated that he had met personally with each company, provided them with a tour of the Commons areas that they would be required to mow, obtained references, etc. Each company based their bid upon 22 mowings during the 2016 season, one mulching, three fertilizations/weed control, start-up/winterization of the irrigation system and clean-up of the Front Entrance. After brief discussion, Vergil Esau moved, seconded by Roy Richter, that the HOA contract with Jason Avant for lawn maintenance during calendar year 2016. Motion carried. (Copy of Bids Attached to Official Minutes) Vergil reassured Board members that he would obtain a credit report and certificate of insurance on this vendor, prior to signing the 2016 contract.

Treasurer's Report: Ray Walker distributed a copy of the YTD Financial Report, which included a year-end projection of income/expenses, and the proposed budget for 2016. Board members reviewed this information and asked for clarification on how the Board should document the amount that will be in the HOA checking and savings/reserve accounts as of 1/1/2016 (which is separate from the Proposed 2016 Budget for income/expenses). Ray indicated that he would review options with Westside Booking, and he moved that the Board approve the 2016 budget as presented. Stephanie Hartman seconded the motion. Motion Carried. Ray indicated that he would provide the HOA Secretary with an amended copy of the 10/31/2015 Financial Statement and 2016 Budget (Copy Attached to Official Minutes) for inclusion in the packet of information that will be mailed to all homeowners.

Vice President's Report: Grant Delmar reported that he and Richard Schnitzler (home owner) would be winterizing the irrigation system at the front entrance within the next week. He also expressed appreciation to his team of volunteers who completed the exterior painting of the pool house, pergola, and playground sign last week and to the other volunteers who spent many hours installing a new roof on the pool house in October. (Project Photos and Volunteers Listed on HOA Website: www.parkbark.org)

Pool Report: Ray Walker reported that he had checked on the three pump motors at the pool house, and none of the motors are showing signs of needing to be replaced. He did note, however, that it might be wise to replace the pump seals (which are less than \$20 each, plus labor). No decision was made on this item.

Ray also recommended that the Board give consideration to either leasing a storage unit or purchasing a small storage shed to house HOA equipment, supplies, etc. that are currently in the equipment room (which is very over-crowded). There was also brief discussion concerning the cost of installing a well at the pool which could potentially pay for itself within two years (Note: The HOA cost for water at the pool and irrigation system at the front entrance is approximately \$4,000 annually – the same cost as installing a well). No action was taken on either item.

Other Business: Rob Hartman reported that he had contacted an individual to obtain a bid to fix the stone pillar at the front entrance which is pulling away from the base. Grant Delmar indicated that he also knew an individual who did this type of work, and he would obtain a second bid.

Roy Richter noted that the overhead light at the pool needs to be replaced, as it is getting dimmer. Grant Delmar indicated that he would follow-up on this issue.

There being no further business, the meeting adjourned at 9:30 p.m.

Cindy Ainsworth
HOA Secretary

Attachments – To Official Minutes Only