

**The Park Homeowners Association  
Special Meeting**

**March 10, 2015**

Members Present: All Board Members (Cindy Ainsworth, Grant Delmar, Vergil Esau, Stephanie Hartman, Don Racine, Roy Richter, and Ray Walker), plus those homeowners who signed in (Copy Attached To Official Minutes, along with the proxies that were completed/submitted prior to the start of the meeting).

Call to Order: The meeting was called to order at 6:40 p.m. by HOA President Stephanie Hartman.

Welcome: Pastor Kenny Underkofler of the Cross Roads Church welcomed HOA members and provided technical assistance with the audiovisual presentations by Board Members.

Introduction of Board Members: Each of the Board members introduced themselves and briefly shared some information regarding themselves, their family, and how long they have lived in The Park.

Quorum Established: Quorum was established with 75 homeowners present (including those who submitted proxies) and all Board members being present.

Approval of Agenda: Vergil Esau moved, seconded by Mark Borofsky, that the agenda be approved as presented. Motion carried.

Appointment of Three Homeowners to Count Ballots: The following homeowners volunteered to count the ballots on any votes that were taken during the meeting:

- Daryle Christensen
- Amy Fuqua
- Brandon Rhoten

Pool Report: Roy Richter, Chairman of the Pool Committee, reported that Aquasizers will continue to provide daily maintenance of the pool through 2015 (as per the three-year contract signed 3/10/2013). He stated that the HOA can realize significant savings if we open the pool on Friday, May 22<sup>nd</sup> (the first day of Goddard Schools summer recess) and close the pool on September 8<sup>th</sup> (the day after the Labor Day Holiday). Pool hours will remain the same (6-10 a.m. for Adult Lap Swim and 10:00 a.m.-10:00 p.m. for family swim). Pool rules will be posted on the new HOA website.

There was general discussion regarding accessing the pool. Roy indicated that we will be using the same cards as those issued last year by the HOA Management Company, and

that anyone needing a new card or having difficulty using their current card should contact him or a member of the Board.

It was reconfirmed that there is a “No Smoking” policy at the pool and that all homeowners should take personal responsibility for ensuring that all rules are followed if they see infractions of the Pool Rules, including letting non-homeowners through the gate if they are not accompanied by a Park HOA member. Roy indicated that he would follow-up to ensure that appropriate signage is in place relating the pool rules, no smoking, and no diving. He also emphasized that our contract with Aquasizers designates that they are responsible for ensuring The Park HOA Pool meets all State licensing requirements.

Communications Report: Cindy Ainsworth, Board Secretary, announced that the Board has created an email account for communications between the Board and homeowners. The new email address is: [theparkhoa.wichita@gmail.com](mailto:theparkhoa.wichita@gmail.com) ***All homeowners are encouraged to submit their name, email address, and phone number to this address so that the Board can add their contact information to this HOA Gmail account which will be used to quickly broadcast information pertaining to the HOA which will result in a savings in printing and postage costs to the HOA.***

It was also noted that Cory Capps, son of HOA member Jan (Scott) Capps, has graciously volunteered his expertise to build a new website for The Park HOA which will “go live” April 1<sup>st</sup>. The new website ([www.parkbark.org](http://www.parkbark.org)) will include the following information:

- Listing of current board members, their phone numbers and photos
- Listing of 2015 meeting dates/locations
- Sections/Tabs for: 2015 Minutes, 2014 Minutes, previous issues of The Park Bark, bylaws, covenants, policies, forms, photo section, map of homes within the HOA, articles regarding current/new neighbors, announcements, lost pets, services provided by HOA members (babysitting, lawn mowing, snow removal, items for sale, etc.)

The annual cost of the new website will be approximately \$100 (for the website name domain and for internet hosting of the website), as compared \$480 which was an additional fee paid to the HOA Management Company for hosting a website for The Park HOA from April 2014-March 2015. HOA members were encouraged to submit suggestions for information to be included on the website, along with any pictures they are willing to share relating to neighborhood activities. Comments/suggestions should be sent to: [theparkhoa.wichita@gmail.com](mailto:theparkhoa.wichita@gmail.com) or contact a member of the Board of Directors.

Grounds Report: Don Racine, Chairman of the Grounds Committee, reported that ProScape Landscape Management will be responsible for the mowing, edging, and trimming of all commons areas, entryways, etc. Depending upon the weather, he anticipates that mowing will start sometime in April, and continue through October. He urged homeowners to contact him or a member of the Board if ProScapes misses any area within the commons. It was also suggested that ProScapes notify the HOA/Board of the

dates on which services were actually provided to ensure that they are fulfilling the services as per their contract (prior to payment).

There was significant discussion relating to problems with vacant homes not being mowed. It was noted that the City will come out and mow when the grass becomes 18" high, and that this cost will be billed to the homeowner/bank that owns the property. It was also suggested that we include language within the bylaws that addresses the problem of homeowners who do not keep their lawns mowed and/or other exterior areas of their property which need repair/replacement.

Don also updated members on the status of the Waste Connections contract. He indicated that approximately 75% of the homeowners are utilizing this company for trash/recycling services, and if we are able to obtain 85% participation, they will deduct \$20 from new accounts during first quarter statement if the homeowner signs a two-year agreement. The \$20 generally covers any penalty that might be assessed by another company when the homeowner changes trash service providers (cost of picking up old container). Waste Connections will provide trash service at the rate of \$50/quarter (plus a fuel charge) and an additional charge of \$4.75 if you would like to have a recycling container.

Hospitality/Social/Bylaws Report: Vergil Esau, Chairman of the Hospitality, Social, and Bylaws Committee reassured homeowners that their input is always valued and encouraged. He indicated that they may contact him anytime via email: [esauhome@att.net](mailto:esauhome@att.net)

It was noted that some ideas that the Board would like to propose for this year include:

- Providing a welcome gift and packet of information for new neighbors
- Neighborhood community party either in the late Spring or early Fall vs. the Fourth of July (when homeowners are generally celebrating with family/friends).
- Review/edit current HOA Bylaws and have this document available for review/comments by all homeowners prior to the annual HOA meeting in December. Vergil Esau will serve as Chairman of the Bylaws Committee, and currently Chris Martin (Past HOA President) and Grant Delmar (current Vice President) have agreed to serve on this committee. Becky Deal and Clint Coulter volunteered to serve on this committee during the meeting, and Jerry King volunteered following the meeting.

Vergil reminded homeowners that changes to the bylaws require 75% approval by all homeowners.

Finance Report: Ray Walker, Board Treasurer, announced that the Board recommended that the contract with the HOA Management Company (for the period of 4/1/2014-3/31/2015) not be renewed. He noted that Westside Bookkeeping Services would resume handling the preparation of monthly financial statements, quarterly billings, etc. at a cost of \$200/month. A question was raised regarding the possibility of paying dues via credit card. Ray indicated that the HOA would incur an additional 3% cost if we did accept

credit card payments, but that he would discuss this issue with Westside Bookkeeping as it relates to these types of payments, along with automatic bank drafts from homeowners for payment of dues. Effective April 1, 2015, second quarter payments should be sent to The Park HOA, P.O. Box 12682, Wichita, Ks. 67277-2682.

In accordance with HOA Bylaws, an Audit Committee (composed of non-Board members) will be appointed to audit HOA financial records for the past five years. Mark Borofsky will Chair this committee, along with volunteer members Donovan Karber and Janice Lollar. A final report will be presented at the HOA Annual Meeting in December.

A detailed review of the proposed 2015 Park HOA Budget was presented by the Treasurer. He noted that the budget is based upon 220 homes as follows:

- Income of \$68,640 is based upon 1<sup>st</sup> quarter dues payment of \$57 and \$60 for the second, third, and fourth quarters of 2015, plus a one-time, special assessment of \$75 (or \$25 per quarter effective April 1, July 1, and October 1, 2015).
- Expenses of \$68,640 which include (per HOA bylaws) replenishing the savings for:
  - Reserve for Replacement (Pool liner plus any modifications) - \$9,000
  - Reserve for Deferred Maintenance (possible tree trimming or storm damage) - \$2,000
  - Reserve for Additional Improvements (playground equipment, etc.) - \$2,905
  - Accounting/Tax Return – for services provided by Westside Bookkeeping - \$2,550
  - Property Management – for services provided by HOA Management Company for January-March, 2015, as required per the signed contract of 2014 - \$3,000
  - General Landscaping – for 22 mowings provided by ProScapes, as per signed contract - \$20,300
  - Pool Maintenance/Supplies – for services provided by Aquasizers - \$7,000
  - Pool Repairs – Aquasizers feels that we can delay replacing the lining for another year, but that we will need to make a few repairs to the steps/liner at an estimated cost of approximately \$1,500 during the pool season.

There was general discussion relating to delinquent dues. Ray Walker indicated that 55 homeowners are currently past due (which includes those who have not yet paid their 2015 first quarter dues), and that five homeowners have been turned over to collections.

Bob Watson offered his assistance in obtaining the best possible insurance rates for HOA Liability and D&O Insurance. He indicated that he has access to approximately 30 different insurance companies and could easily obtain quotes for this coverage. The Board expressed appreciation for this offer and will provide Bob with the necessary information to proceed on obtaining insurance quotes.

It was also noted that we have two new homeowners since the beginning of the year, which will also add an additional \$300 in income to the HOA Budget in Transfer Fees.

Grant Delmar, Vice President, shared information relating to the annual dues and transfer fees that are assessed by similar Westside HOA's as follows:

- Auburn Hills Annual Dues (\$540) – Transfer Fees (\$200)
- Auburn Hills @The Meadows Annual Dues (\$500) – Transfer Fees (\$350)
- Southern Hills Annual Dues (\$350) – Transfer Fees (\$175)
- Tyler's Landing Annual Dues (\$300) – Transfer Fees (\$150)
- The Park Proposed Annual Dues (\$240) – Transfer Fees (\$150)
- The Park Current Annual Dues (\$228) – Transfer Fees (\$150)

Following further discussion, Becky Deal moved, seconded by Mark Borofsky, that the HOA approve the 2015 budget as presented which includes an increase in HOA dues from \$57 per quarter to \$60 per quarter effective April 1, 2015, and a one-time, special assessment of \$25 per quarter for the remainder of 2015 (due April 1, July 1, and October 1, 2015). The motion was carried with 68 homeowners voting approval of the 2015 budget and 7 homeowners opposed.

Announcements: Stephanie Hartman expressed her appreciation for the great turn-out for the Special HOA meeting, and the number of homeowners who have expressed their willingness to help volunteer with HOA activities. A number of announcements were made:

- Kevin Allen, with I-9 Sports, indicated that they would be offering soccer and flag football activities for kids on the front lawn of the Cross Road's church. Anyone interested can obtain additional information through the web @ [www.I9Sports.com](http://www.I9Sports.com)
- Neighbors were alerted that a potential "window peeper" has been spotted in the neighborhood. It is thought that the individual is a white male in his 20-30's, usually seen wearing a hooded sweatshirt, walking one or more dogs, and has been seen looking in windows. Police should be contacted if you note any strange activities or have concerns about unauthorized individuals on private home properties.
- The Board is considering several HOA activities, and volunteers will be needed to help on the following HOA subcommittees:
  - Christmas Decorations Committee
  - Kids Carnival Committee
  - Garage Sale Committee
  - Neighborhood Services
  - Good Neighbor Welcoming Committee
  - Acts of Kindness Events
  - Garden Tour
  - Social Gathering

Stephanie indicated that the Board hopes to have increased homeowner involvement within the neighborhood so that everyone can become better acquainted. Please send your suggestions/comments to Stephanie or any member of the Board.

Attendance at Board Meetings:

Grant Delmar, Vice President, indicated that homeowners are welcome to attend the monthly Board of Directors meetings which are usually held the second Monday of the month at 6:30 p.m. The dates/locations of these meetings will be posted on [www.parkbark.org](http://www.parkbark.org) website. Since these meetings are held at the Board member's home, guests were asked to notify the Board President or the member who is hosting the meeting, of their intention to attend this meeting or their desire to have an item placed on the agenda in order to ensure that adequate seating is available. Homeowners were reminded that only Board members may vote at these meetings, and that guests are to hold their comments until the end of the meeting, unless their input is requested relating to a specific agenda item.

Door Prize Drawings:

Board members were able to secure several donations for door prizes for those in attendance at the Special HOA meeting. The following prizes were awarded:

- Zips Car Wash Gift Cards - Amy Fuqua, Steve Bissant, Andrea Packard, Mike Owen, Ray Bachman, Don Aipperspach, Kacey Grube
- Warren Theater Gift Certificates – Jim McKeel, Warren Kime
- Side Pockets Gift Certificates – Behrooz Rahbar, Kyle Hughes,
- Kay Wiggins (Vera Bradley Bag) – Lori Katz
- Tire Plus Oil Change Gift Certificate – Joanie Wilhelm
- Subway Gift Certificate – Brenda Hanson
- Donovan Oil Change Certificates – Kenny Ast, Mark Borofsky
- Genesis Health Club One-Month Gift Certificates – Daryle Christensen, Alyson Houlden,
- Personally Yours (Wind Chime) – Joan Kastner
- Courtesy Cleaners Gift Certificates – Jack Deal, Angela Hottle, Vickie McArthur, David Mueller, Dennis Sell,
- Yoder Meats Gift Certificate – George Bissantz,
- Davis Moore Chevrolet Gift Basket – Don Baker
- Texas Road House Gift Certificate
- Midwest KIA Three Year Maintenance Warranty Gift Certificate – Cletus Rausch
- Brady Nursery Indoor/Outdoor Framed Floral Art – Cindy King

Adjournment: There being no further business, William Burr moved that the meeting be adjourned at 8:30 p.m. The motion was seconded and carried unanimously.

Cindy Ainsworth  
Secretary

Attachments to Official Copy of Minutes Only