

The Park HOA
Annual Meeting
Dec. 11, 2017
6:00 p.m. to 7:00 pm

Call to Order at 6:03 pm by Grant Delmar, HOA President.

Approval of Agenda and Minutes that were mailed in advance was spoke of at the beginning of the meeting and officially approved at the end.

HOA Board Members were introduced by Grant.

- Grant Delmar – President, 2016-2017
- Bill Packard – Vice President, 2015-2017
- Ray Walker – Treasurer & Pool, 2014-2017
- Brooke Mueller – Secretary, 2016-2017
- Bob Ainsworth – Secretary & Grounds, 2017
- Rob Hartman – Grounds, 2017
- Donovan Karber – Grounds & Pool, 2017

HOA Nominating Committee - Kay Esau, Chairman spoke on behalf of the Committee, which included Mitchell Sturdivant, Drew Hanson, Stephanie Hartman, & Mary Reed. The Committee was given a packet of information, a list of potential nominees, & character traits necessary to provide exemplary leadership. All who agreed to allow their name on the ballot were given a "Nomination Profile" sheet and a copy of the By Laws regarding "Directors' Meetings" and regarding "officers."

The four new members will replace Brooke Mueller, Bill Packard, Bob Ainsworth, and Donovan Karber. Homeowners were contacted, the following individuals agreed to have their names on the ballot. Positions within the Board of Directors will be assigned the second week of January, at the first BOD Meeting

2018-2019 Board Nominees are: Jim Fallis, Jeff Griswold (not in attendance), Rodger Moppin, Lee Nutter, Mary Reed, and Pat Rausch. All nominees were introduced.

Grant directed everyone to turn in their ballots for Board of Directors.

Stephanie Hartman and John Williams counted the ballots.

2017 President's Report – Grant Delmar reviewed the year and projects.

January

- 3 new Board members took office, Rob Hartman for a 2-year term and Bob Ainsworth and Donovan Karber for 1 year terms

February

- Discussions on projects for the year and dates

March

- Bridge project work began

April

- HOA Dump Day
- Landscaping at Entrance

May

- Drainage area work off Glacier Drive
- Pool Opened

June

- Esau's Garden Tour
- Garage Sales

July

- Large amount of pool infractions
- Underage kids swimming
- Break-ins
- Non-HOA Swimmers

August

- Pool Party
- Pool Closing
- Drainage project work off Yellowstone Cir

September

- Tree clean up

October

- Nominating Committee Preliminary Findings
- Pool lighting, electrical, and camera work

November

- Playground Lighting Improvements
- Prep for Annual Meeting

December

- Annual Meeting

Vice President's Report - Bill Packard spoke of the budget being voted on are **two** projects for the HOA.

- New signage for the entrance into Denene from Maize Road and maintenance to the sign at Glacier and Yosemite to cost of no more than \$2,000.00
- New playground equipment to cost of no more than \$5,000.00

Bill gave a few examples of the entrance signage at the corner of Denene and Maize. We may have to go with one sign with lettering on the SE Corner wall and have it landscaped to match what is done on the other column wall.

Proposed Play Equipment – Donovan Karber showed examples of various play equipment the Board has been looking at for one, or both, of the playgrounds. They range in price from \$780 to \$990 each.

Ray Bauchman wanted the board to note that the border that circles the Tot Park needs repaired. It's broken and feet can easily get caught in the top.

Roy Richter asked about replacing the rock in the play areas. Rob Hartman said that replacing the rubber mulch would cost around \$20,000 and Ray Walker mentioned it is a fire hazard. The board will

continue to look at replacing the play equipment “padding.” Grant mentioned that the rock is a pain, but if we keep kids from throwing rocks that would help, the board will even call the kids and their parents to come help sweep up the rocks.

2017 Treasurer’s Report - Ray Walker

Ray reviewed the 2017 Financial Report (spreadsheets attached)

Review/Approval of Proposed 2018 HOA Budget with projects

No raise in dues

Increased the tree maintenance budget and reduced Community events. Added a line item separating mowing and landscaping.

Deferred maintenance in the reserve account is for any unexpected costs.

Need volunteers to count the vote for 2018 Budget, play equipment, and entrance signage. These are all separate items for vote.

Roy Richter and Richard Schnitzler volunteered to count the voting cards.

2017 Secretary Report – Brooke Mueller & Bob Ainsworth

Many new neighbor packets were given out this year, which included a welcome letter, information on The Park HOA, a copy of the By Laws and Covenants, and a directory. Directories won’t be printed unless requested. Will email PDF’s to save money and paper.

Over 30 violation letters were sent between many of the Board members. Some legal services will be needed next year to follow up on these cases.

Communication for homeowners via website, emails, and the Next Door app seem to be working. Next Door app can be quicker in some cases than emails.

The Pool Party left overs were used at the September cookout and the rest were donated to the Kansas Food Bank.

Documentation of Approvals will be done electronically via the Google Shared Drive or Flash drive. This will save a lot of money on printing and will help the next audit committee.

Brooke also mentioned that she would like to see all the old files in the storage shed scanned in and saved electronically.

Grant thanked Cindy Ainsworth for her help and setting up the website a few years back. She also helped establish the processes and procedures for the board back in 2015.

2017 Pool Report – Ray Walker

- New steps were added to the little kid pool and it's much easier to get in and out now. There is a possible leak near the little pool but not expecting anything major.
- There was some pre-season vandalism to the entrance gate at the pool, but the kids were caught and did community service. Other damage was mostly to furniture.
- There was a lot of afterhours swimming and parents leaving kids underage without supervision, which is illegal. The board asks for everyone to assist in policing the pool and to let the board know when there's something array.
- Another item of concern mentioned was flips and diving. Little kids will copy older kids, but can't make it all the way around and will hit their heads on the coping. If you see this, please ask them to stop.

Grounds Chairman Report - Rob Hartman & Donovan Karber

Contractor for Lawn Care Services in 2018 will be Jason Avant, with Avant Landscaping.

Completed Projects in 2017 were:

- Drainage grate was installed on Yellowstone Circle, there was an unsafe hole.
- Drainage ditch by Glacier Drive, clearing that out so water can drain through the commons. The rock was donated by the city and hauled over by Donovan making multiple trips with a shovel and wheel burrow.
- Low water bridge and cleaning up the ravine was completed. We used more of the donated rock in the area and started seeding.
- Added seeding in the commons areas to addressing the erosion problems and bare spots.
- Trees over by Ranier Court needed cleaned up as one had damaged a home. Real Wood Arborists came in and took care of it at a low cost.

One issue that is occurring is people throwing limbs into the commons. If you see that happening, please let the board know. You can remain anonymous. It hurts the budget and could eventually lead to an increase in HOA dues.

Next year Rob wants to mulch around the trees and spread out the mowing schedule.

HOA Audit Committee - Jim Fallis, Chairman, Jan Capps, Richard Schnitzler, & Cindy Ainsworth

Jim Fallis presented the 2016 Audit Results. Upon review of the 2016 financial documentation of The Park Homeowners association, the audit committee believes that the financial reports accurately reflect the financial condition of the association. The committee referred several items for review to the association board.

During the Audit Process we reviewed:

- Bank Statement and Financials from 2016
- Accounts receivable and payables

- Verified everything over \$1,000.00 was budgeted and that they expenditures did not exceed 105% of the annual budget, allowing for late billing from 2015 from Proscapes for 2 months

The Audit Findings and Recommendations:

- Taxes were paid on purchases which should be avoided, as the HOA should be tax exempt. Treasurer stated the HOA would apply for tax exempt number
- Checks were written to the Treasurer, and signed by the Treasurer for cash expenses paid by the Treasurer. This practice will be discontinued, and more individuals would have signature authority with the bank
- The Audit committee requested better documentation for Capital expenditures. The Shed which was built in 2016 would have been approved in the 2015 budget but no record of a vote of the homeowners approving it was found. Since that time the current Board has been better in identifying Capital expenditures which are included in the budget. The Audit Committee also recommended better control of receipt retention, and the retention of all bids for Capital projects. The Treasurer also stated that the chart of Accounts will be updated to allow for better tracking of Capital expenditures.
- The Committee also requested that the Board ensure that Homeowner’s personal information be safeguarded more thoroughly, and keep all of personal information at Westside accounting. The Board agreed to this suggestion.
- The Committee also requested a review of the procedures used to collect past due accounts. The Treasurer stated that he is working on a more consistent method of collecting fund owed to the HOA.

Ray Walker explained that the board always got two signatures when there was a reimbursement.

The Voting Results were:

New Board Members for 2018-19: Jim Fallis, Lee Nutter, Jeff Griswold, and Pat Rausch

The 2018 Budget proposal vote results were 41/1 in favor, the play equipment proposal passed 40/2, and the new signage and repairs passed 38/4.

Door Prize Drawing Winners:

- 1 gift card from Texas Road House: Steve Dennis
- 1 gift card from Abuelo’s Mexican Restaurant: Karen Shope
- 1 gift card from Outback Steakhouse: Behrooz Rahbar
- 1 gift card from RibCrib: Sherri Bines
- 1 free appetizer at Texas Road House: The Reeds

Grant noted he needed to get official approval of the agenda and minutes. All were in favor.

Vergil Esau motioned for an addition to the By-Laws that had been left out previously. He motioned that no board member can serve more than four consecutive years, or two terms. The prospective board member can sit off for 1 year and then can re-run for the board again. The motion would stand until recalled. Debby Fallis seconded the motion. All were in favor except for two.

John Williams asked if it was for households or individuals, Vergil explained it was for individuals.

Roy Richter asked about renters, the board and Vergil agreed it must be a homeowner or the person on the title.

Grant asked if any homeowners have any changes, please email us.

If you have any questions or concerns, please come to the next board meeting in January or reach out to a board member via theparkhoa.wichita@gmail.com

Please THANK Cross Roads Church Members who are here for allowing us to use their building.

Special Thanks to All Our Neighbors Who Have Volunteered During 2017!

Grant adjourned the meeting at 7:18 pm

Minutes recorded by Brooke Mueller, Secretary