

The Park HOA Board of Directors
Minutes of Meeting – February 11, 2019

Members Present: Cindy Ainsworth, Vergil Esau, Jim Fallis, Jeff Griswold, Donovan Karber, Dave Mueller, and Lee Nutter.

The meeting was called to order at 6:35 p.m.

Approval of Agenda: Jim moved that the agenda be approved as printed. The motion was seconded by Jeff and approved.

Approval of Minutes: Dave moved, seconded by Lee, that the minutes of the January 14, 2019 meeting be approved. The motion was carried.

President's Report:

Vergil reported that there had been follow-up discussion relating to the dog attack that occurred last month. He indicated that the two dogs that attacked and killed another homeowner's dog had been returned to the homeowner with the stipulation by the Sedgwick County Animal Control Department that they be kept within a secure pen. The Board also discussed the continuing problem of barking dogs and complaints received by homeowners who must sleep during the daytime hours as they work the night shift, the annoyance it creates when small infants and children are awoken by these dogs, etc. This is a problem that the HOA Board has no legal authority, and it was unanimously agreed that homeowners should be encouraged to call Sedgwick County Animal Control (316.660.7070) or the West Wichita Police Station (316.350.3460) to report such incidents and include the address of the home where the dog(s) are barking excessively, aggressive dogs which are running loose, etc.

Vergil indicated that he plans to mail a letter to all homeowners with general information and areas of concern regarding homeowners who are not following the covenants that were approved by the HOA. Two areas of non-compliance that were briefly discussed included trash containers that were not secured behind a closed area and were visible from the street, and those homeowners who parked RV's in their backyard which is against the city ordinance.

The Board reviewed minor changes to the HOA Audit Policy (Copy Attached to Official Minutes) which were recommended by the 2017 Audit Committee, but never formally approved by the Board. Lee moved, seconded by Jim, that these revisions be approved. Motion carried. The Secretary will post the revised policy on the HOA website.

Vergil further noted that the Board needs to appoint three individuals who have some background/knowledge of accounting practices to conduct the annual audit of the HOA

records for 2018 (as per the HOA Bylaws). Two individuals were recommended and Donovan indicated that he might know of additional homeowners who might be willing to serve on this committee. It was noted that the Audit Committee members cannot have served on the Board for the year in which the audit is being conducted.

Board members reviewed the contents of the new HOA Board of Directors Guide (printed by Vergil) which contains information to assist Board members with their responsibilities as a member of the HOA Board of Directors (i.e., timeline for various duties, annual budget/chart of accounts, list of homeowners, HOA map/plat, bylaws, covenants, HOA policies/forms, etc.).

Vice President's Report:

Lee reported that he was in the process of gathering information regarding kids within the HOA who are interested in providing mowing services for homeowners who need assistance with mowing during the warm weather season. He also indicated that he is willing to help homeowners who need assistance with constructing a barrier for their trash containers for a nominal fee which would include the cost of materials.

Treasurer's Report

The January, 2019 Financial Report was reviewed by the Board. Jim reported he had transferred all but \$5,000 that was remaining within the HOA checking account as of 12/31/2018 to the HOA savings/reserve accounts. In addition to the reserve amounts designed for playground improvements, deferred maintenance, and entrance signage, he recommended that \$14,000 be designated as a reserve operations fund in case of a disaster.

Jim reported that revenue (dues collections, late fees and initiation fees for new homeowners) during the month of January totaled \$12,491.71 and expenses were \$602.61. He also noted that the FY2018 HOA Tax Forms had been completed and were awaiting his signature.

The Board reviewed the list of homeowners who are delinquent on their HOA dues. To ensure that the HOA is able to collect on these past due accounts when the home is sold, it was recommended that Jim obtain data on filing liens on all homes that owe \$450 or more in delinquent dues. Jim will also contact all of the Title Companies within the area to ensure that they are aware of our HOA and who they should contact to obtain information on delinquent dues when a home is being sold.

In an effort to improve the ease and timeliness of dues collections, it was suggested that the Treasurer check with Westside Bookkeeping and the bank regarding the possibility of accepting credit card payments, electronic draft payments, etc. Following further

discussion, Lee moved, seconded by Cindy, that the Treasurer's Report be approved as printed. Motion carried. (Copy of Financial Report Attached to Official Minutes)

Secretary's Report:

Cindy reported that there were 14 new homeowners to the HOA during 2018 and 3 during the month of January. She stated that she has updated the HOA Directory and will be emailing this updated document to homeowners who have provided the HOA with their email address. She also distributed a list of the 25 homes within the HOA which are currently rentals. As per Section 21 of the HOA Covenants, the homeowner is required to notify the HOA of their intent to rent this property and provide the HOA with the name(s) of the renters, contact information, etc. Since the Board does not currently have a list of those individuals living in these rental properties, it was recommended that the Secretary send a letter to these homeowners requesting this information.

Grounds Report:

Donnovan noted that the previous Board had signed a five-year contract (3/1/2019 – 2/29/2024) with Avant Lawn and Landscape LLC to continue providing lawn care (mowing, edging, blowing) within the HOA Commons areas. Board members were in agreement that we should continue recruiting volunteers to help with the annual Spring and Fall Clean-up Days which will involve trimming tree branches located within the commons area that are overhanging the sidewalks/neighbor fences, hauling off debris, etc. Donovan will identify those dates in the future.

Pool Report:

Dave reported that he had prepared a "2019 Pool Maintenance Request for Quote" and distributed this document to three pool maintenance companies for a quote by no later than 2/18/2019. As recommended, the new contract will involve pool maintenance 3 days during the weekdays (Monday-Friday) and one day during the weekend. The Pool Committee will assume responsibility for restocking supplies within the restrooms.

Revisions to the HOA Pool Policy were reviewed. Lee moved, seconded by Jeff, that the Board approve the revised Pool Policy. Motion carried. (Copy of Revised Policy Attached to Official Minutes and Posted on the HOA Website)

In an attempt to control the number of unauthorized users who have access to pool cards, all pool cards will be inactivated and homeowners will be asked to sign the revised Pool Policy at which time their pool card will be re-activated. More information regarding this process will be announced in March/April.

Social Committee:

Jeff indicated that he would assume responsibility for distributing the information packets to new homeowners (i.e., HOA Bylaws, Covenants, Directory, and Obtaining Email Addresses). There was brief discussion regarding HOA-sponsored social activities at the pool. This item will be discussed in more detail in the coming months.

Other Business:

The Board reviewed an email from Ray Walker, previous Chairman of the Pool Committee, who noted the need to replace the twelve side tables that were destroyed by the pool vandalism during the summer of 2018. Cindy moved, seconded by Donovan, that the Board authorize the purchase for twelve side tables at a cost not-to-exceed \$17/table (as per Ray's request). Motion Carried.

Cindy reported that Brooke Mueller had suggested that the Board consider creating a Facebook Group Page for The Park HOA, in which HOA members would be able to post information pertaining to the neighborhood directly on the page. While Board members did not object to the creation of such a page, none of them expressed a desire to manage such a page. It was suggested that perhaps there might be other members of the HOA community (who are frequent users of FB) who might be more interested in pursuing this form of communication. No further action was taken on this item at this time.

It was noted that the Architectural Advisory Committee has been contacted by two, new homeowners regarding installation of a fence and the installation of overhang on their back garage/shed. The committee has reviewed and signed the forms for the fence (copy attached to official minutes) and is awaiting receipt of the paperwork pertaining to the proposal for the overhang on the garage/shed.

The next meeting of the HOA Board will be held at the Nutter Residence, 2450 Yellowstone, on March 11th, at 6:30 p.m.

The meeting adjourned at 8:05 p.m.

Cindy Ainsworth
Secretary