

# **Meadow Creek Home Owners Association**

## **Board of Directors**

### **Meeting Minutes for November 14, 2005**

The meeting of the Board of Directors was held at the home of Ken Hopkins at 6:49 pm on Monday, November 14, 2005.

Those present: Nathan Fisher, Ken Hopkins, Anne MacArthur, Anthony Piraino, and Doug Van Lare. Thomas and Edie Smigielski were in attendance for the beginning of the meeting.

#### **The Smigielskis' Shed**

The first order of business was to discuss Thomas and Edie Smigielski's shed, which was not in compliance with the HOA architectural guidelines. According to Thomas Smigielski, they previously had a Rubbermaid shed against house that needed to be replaced. Dutch barns came to install new shed, and according to the workman, it needed to be a certain distance from the neighbor's property, but Smigielski couldn't remember where the covenant said it needed to be placed.

Their property has a hill in the back, giving them less yard area. If placed according to the covenant, it would severely reduce yard size, and result in the shed being very close to their back door. Guys from Pulte saw the shed and said nothing about it. The shed was built in Oct 2004. No applications were filed.

Smigielski said that they are from up North, and not used to not being able to do what they want with their yard. The only paperwork they were given when they moved in was the covenant, and they received no applications. The shed was placed where it was to maximize available backyard space. They had talked to neighbors about it, and there were no complaints.

Ken Hopkins asked for questions from others, saying that he drove by their property and the yard does seem to be an unusual case compared to other yards.

Smigielski asked if there are other similar situations. Hopkins replied that there are a few special exceptions. Hopkins then told the Smigielskis that they could go, and we would contact them with our decision.

#### **Approval of Minutes**

The next order of business was to approve the minutes from previous meeting. It was noted that the previous minutes were very lengthy. A motion was made to approve the minutes, the motion was seconded, and the minutes were approved unanimously.

## **Financials**

Financials were discussed next. Hopkins said that he looked over them didn't see anything unusual. Anne MacArthur wondered about the entry for \$1400 to Forman and Black. Nathan Fisher suggested that it may have been for the attorneys to write up the covenant amendments. Hopkins made a note to look into it and ask May Gale about the charges.

Looking over the financials there at the meeting, Hopkins noted that actual current expenses were \$16,000 to date, but the budget listed only 50 cents -- the numbers didn't make sense. Hopkins said he talked to May Gale, and the situation with the checking account is that they retain the account and cut checks there for anything under \$1000. Anything over that requires two signatures, theirs and ours. Hopkins suggested getting new signature cards with him and MacArthur as the signors. Another question raised: The HOA bank account is with RBC, and Hopkins wanted to see if there's online banking just so we can all go in and see what's going on with the account.

Doug Van Lare asked where the landscaping was in the financials. Hopkins answered that it's under lawncare services, and looks like the amount is \$1200. Van Lare suggested that we should check to make sure that the lawncare transactions are ok. Hopkins said that it looks like we paid in October for August service, which seemed strange.

A motion was made to accept the financials. It was seconded and approved unanimously.

## **Vote on the Shed**

Hopkins brought the discussion back to the Smigielskis' shed. Van Lare stated that he's been walking past their house for 6 months and never noticed the shed. MacArthur said that their yard has only 10 or 15 feet before it hits the hill. Van Lare stated that if their neighbors are fine with it, then he is also fine with it.

Hopkins noted that it was the Architectural Committee that started the process when they went around checking properties, and Van Lare suggested that if they had filled out the forms initially, it probably would have been approved anyway. MacArthur noted that they do still need to fill out paperwork. Fisher said that we would need to document the exceptions and reasoning for the approval.

Hopkins stated that we needed to rule on the shed now, saying that we could rule in favor contingent upon completing paperwork. A motion was made to do so, it was seconded, and approved unanimously.

## **Outstanding Amendment Ballots**

Hopkins then moved on to the issue of the outstanding ballots for the housing and parking amendments, saying that there are 191 homes, working out to roughly 37-38 homes per board member. He divided them up so each of us would canvas areas not right near our own homes so we could meet more people. Hopkins said we needed to begin as soon as possible. When handing out the ballots, we need to have the homeowner fill them out and sign it while we're there. He suggested if we take 4 or 5 houses a night we could complete them all in a week.

Hopkins passed out a spreadsheet with homeowner names and addresses, explaining to the board how to determine which homes needed to complete which ballots, and that homes that did vote on both housing and parking still needed to be visited to give them the open house invitation. Van Lare stated that he could get copies of everything to us tomorrow. Hopkins suggested wearing name badges when going around to homes, and said that he would take care of preparing them for us. The date of completion for hitting all homes was set to be Saturday 12/3.

Van Lare asked whether someone who did not vote for all parking restrictions needed to be given the chance to vote on them all. Hopkins replied that everyone who did vote on the parking restrictions voted for all three, so it would not be an issue.

## **Holiday Open House**

Moving on to the Holiday Open House, Hopkins said that with buying paper and having everyone helping out, he would probably need about \$200 for wine, meatballs, sandwiches, and sweets. It was also suggested that we need to find a coffee urn.

A motion was made, seconded and approved to give Hopkins \$200 towards the Holiday Open House.

## **Front Entrance**

Hopkins presented three notes from the community mailbox complaining about the landscaping and the front entrance. He stated that he called one of the people and left a message, but had not gotten a response yet. It was stated that Amy and Mary Ann were willing to go on Friday and fix up the entrance. Stacy Griffith, in one of the notes, volunteered her and her husband for labor, if given funds. Hopkins said we would need about \$100.

Addressing a long-term issue, Hopkins stated that he would call Donnie and find out what's going on with lawncare contract and set up a time to meet with him.

Van Lare asked what we thought people would want, and it was suggested that spring, summer, and fall plantings would probably work well. It was noted that we need to educate people as to what gets planted so people know what are weeds and what aren't.

Hopkins suggested that maybe instead of a beautification committee we need an action committee to look into planting trees or fixing things up, and said we could expand the current committee to do different things. It was asked if we push the committees while canvassing the neighborhood. Anthony Piraino suggested that it might not be the best thing to do on our first time out meeting residents. Hopkins agreed, saying we could wait for that.

Hopkins asked what was wrong with the sprinkler system? Fisher said that Donnie was told to cut the sprinkler line. Debra had said that he was the one who installed it, so he can repair it. Hopkins said that he will talk to him about it.

### **Strategic Planning Committee**

The issue of the Strategic Planning Committee was turned to next. Hopkins stated that he knows a few people who have expressed interest. Darren Jones expressed interest, as well as Amy VanLare. Doug Van Lare said that there definitely needs to be a committee that discusses long term improvements for the community. Hopkins said that we need one board member on it, and asked if anyone was interested. Van Lare said that he would consider it.

### **Dues and HOA meeting for 2006**

Hopkins said that we needed to officially make a decision on whether to increase the dues for 2006. MacArthur suggested that we should leave them the same. Van Lare asked what changes we would have to make to the budget? Full service management fees, and landscaping were offered as possibilities. No one saw those as significantly affecting the budget.

Hopkins stated that we have a \$16,000 cushion, and said that there's no need to increase dues. Van Lare said that we haven't offered that much to the homeowners yet. Fisher suggested that we need to put aside a certain amount each year to save for things such as draining and cleaning the pond, other common area needs. A motion was made to keep dues the same. It was seconded and approved unanimously.

Hopkins said that as far as the process goes, a letter needed to be sent to homeowners saying there is no dues increase, then an invoice needs to go out for the dues. May Gale will take care of that.

It was noted that the next HOA meeting was scheduled for January 5. Van Lare suggested the following week in case people are out of town for the New Year's holiday. Hopkins

agreed. Fisher suggested the following Tuesday, and Van Lare said we could find another location if the church currently used is unavailable, possibly the nearby Catholic church. Hopkins stated that the meeting would be scheduled for 1/10/06, with an alternate date of 1/12.

MacArthur stated that we needed to decide about the management contract because May Gale is set to show up at the meeting. Hopkins said he would contact the church about the date, and that notification needs to go out by Dec 10. He said he would put out a sign at the entrance as a reminder a week before. Van Lare suggested that a sign can be used for notifications for beautification committee activities too.

### **New Business - Management Contracts**

Hopkins thanked MacArthur for creating the spreadsheet (Mgmt Analysis.xls) to compare the two management companies. MacArthur stated that she doesn't like the idea of the management company employing itself or companies of its choosing for projects. Hopkins said that he doesn't like the nickel and dime-ing on mailing costs. He also told us that we don't have a copy of the current contract with May Gale.

Van Lare asked if Slatter does not cover anything that Association Management does cover. Hopkins said that Slatter covers quarterly meetings, \$65 per hour for further meetings. Fisher stated that Slatter seems to give more bang for the buck. Van Lare asked if Slatter is a smaller company, and wondered if their prices might jump as they get more contracts. MacArthur stated that it would be nice to know how increases in costs are calculated, and it was suggested that we should check into how much an audit will cost if we change companies.

Hopkins suggested we take more time to look over contracts, and said he would get questions answered and we can decide via email. He asked us to send him additional questions if we had any.

### **Miscellaneous and Adjournment**

Fisher asked about solicitation in neighborhood, wondering if it was ok to distribute items such as Pampered Chef flyers and the like door to door? No one saw a problem with it. Van Lare recommended taking a notepad while we canvas to take notes on requests and ideas from people for the Strategic Planning Committee. Hopkins handed out a pamphlet on parliamentary procedure for reference.

The meeting was adjourned at 8:28 pm.

Respectfully submitted,  
Anthony Piraino, Secretary