

Village Farms Homeowners Association Board Meeting – March 19th 2019

Call to order: 7:06 pm

Adjourned: 8:55 pm

Roll Call:

Jeff Boller	Jen Cecil	Jen Trenner
Maggie Browning	Kirk Farley	Allie Petty-Stone
Steve Castle	Larry Hutson	

Absent:

David Gill	Doug Holtz	Dan Traub
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Property Manager: Maureen Schriener – Present

Guest Business:

Jordan and Mandy Goddard - want to understand what places there are to be involved with in the community and wanting to add a sunroom on our house. Response: as long as you are within the property lines you will be fine and Maureen has already provided property line and easement line information from a survey.

Property Manager: Maureen

Complaints/Comments/Concern

- Trash bin – Attorney is working on a form letter 1-29

Clubhouse/Apartment/Maintenance

Rental Report – emailed to BOD

- Working on getting outdoor light replaced under warranty 1-2

Common Ground

- 3 year contract signed and mailed to Brightview 3-7-19

Lakes & Dam

- Looking into new lights at the lakes at Greyhound Pass 2-19 (approved)
- IN Dept. of Natural Resources – Permit mailed 11-12, additional information sent on 11-19. 1-2 & 1-29 called IN Dept. of Natural Resources (working on permit). Notified residents of Adjacent Property Owners Public Notice: 404 Fox, 417 Fox, 412 Fox, 14828 Oak Ridge and 14851 Ressler.

Snack Shack – Closed

Pool – Closed

- Estimate 2348 Pyle’s Pools – TR filter kit for Tr140 cover and new seals for filters \$1,800
- 32” white channel drain w/3 port sump existing one is broken - \$300

Newsletter

- UPS Store – I think we should mail out a newsletter for this spring. Please send me any information that you would like to see in the next newsletter.

Office Information – Welcome Packets

- 2 packets delivered 2-19

- 2 packets delivered 3-5
- 3 packets delivered 3-14

Transfer Letters/Closing Letters – emailed to the BOD

Other

- Cindy Cherf – Will sponsor a Village Farms shred day on 4-20th 10am-12pm
 - Village Farms Swim Team - registration will be on Sunday 4-28-19 in the lower clubhouse from 1-3pm. If you have any questions please contact Amy Henderson 317-698-1866 or Pam Kielty 317-450-3281
 - Village Farms dues statement, pool card, proxy, president letter and budget will be mailed out in March 2019. Reminder please pay your dues by **May 1, 2019**
 - The only position up for re-election this year is Technology
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Recreation: David – Nothing to report

Communications: – Nothing to report

Treasurer: Allie

- Sent out financials for revised January and February
 - Approve financials for prior months
 - Board member would be the go between for the board and the firm (outside services)
 - Other neighborhoods are using hoa software that we might be able to look for paying dues and security (requires a log in)
 - Budget approved (as was changed tonight)
 - Sent out RFP to the board (sent to 3 firms)
 - Received one quote back at this time
 - Bookkeeping fee for a non-profit would be around \$95/hr and \$200/hr for a CPA
 - Outside firm will review the books every month and report to the finance committee. Would have a board member be the liaison.
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Vice President: Larry (April will be last meeting)

Civic Affairs up-date

The Westfield City Council approved a \$35 million funding plan to pay for the long-awaited Grand Junction Plaza.

- The project has been in development for more than 10 years
- The six-acre park will feature green space, trails, an amphitheater and an ice-skating rink
- The City Council approved the funding plan, 4-3, after hearing considerable opposition from a “standing room only” crowd
- Since it is a TIF (Tax Increment Financing) project, there should be no tax increase for residential property taxpayers
- Plaza construction will begin this summer and be complete in the summer of 2021

CAI up-date

In February, CAI of Indiana hosted a seminar on Board Leadership Development. The following areas/topics were addressed:

- Governing Documents/Roles & Responsibilities of Associations & BODs
 - Communications; Meetings & Volunteerism
 - Financial Management
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- Assessment Collection
- Professional Advisors & Service Providers
- Rules Enforcement

Takeaways:

- Owners are automatically HOA members upon receiving deed of ownership
- E-mail is NEVER private
- E-mails are discoverable in litigation
- Never approve or vote on an issue/action via e-mail
- At open board meetings residents can observe, but not vote nor participate. Unless granted permission by the presiding officer
- Minutes are admissible evidence in court
- BOD has a fiduciary duty to collect unpaid assessments
- At annual meetings, use agenda specified in By-laws, don't create unnecessary agenda items.
- Under Indiana law, covenants are a form of a contract and owners automatically agree to contract terms when they accept title to the property
- BODs have a duty to enforce covenants & restrictions
- Executive sessions are closed to residents and minutes are kept but not published
- Meeting minutes must include Secretary's signature
- Ind. Code 32-25.5-5 now specifies that Grievance Resolution must be followed before a lawsuit can be initiated

Covenant Change Proposal up-date

The proposed Owner Occupancy Requirement change to our C&Rs has yet to be reviewed by our legal counsel, nor has it been promulgated to our residents for their review. Considering the limited amount of time remaining before the annual meeting in April to properly inform our residents of the change and the rationale behind it, I propose that we delay in putting this change forward until a time agreed to beyond April. I also recommend the Covenant Review Committee consider a recently discovered committee report on proposed covenant changes and involve legal counsel where appropriate.

Meeting minutes/Approval/Promulgation:

In view of the delay and the confusion that some have expressed in getting the minutes from the Jan and Feb board meetings approved and published, propose that we look at our existing process, along with the legal requirements, and establish a process of approving and promulgating the minutes that all board members agree to and follow. My recommendations would include:

- That the Secretary circulates the proposed minutes to the BOD in an editable format, not a pdf file, so that each board member can more easily make changes as necessary.
- Publish the minutes in draft form (with the watermark "draft" clearly visible on each page) after Board members are given the opportunity to edit these minutes in the week following the monthly Board meeting.
- Consider sending an e-mail blast to the community as soon as the minutes are posted on-line, in the password-protected account portal, informing them of such.
- Officially approve the minutes at the following month's Board meeting (as is currently done) and, if amended, specify what changes were made in that month's minutes.
- Have the Secretary sign the now officially approved minutes and post them in the documents section of the on-line account portal

Social Events: Jen

- Will order signs to advertise the annual meeting
- Easter egg hunt is April 6th starting at 10:00 am and based on years past, it will be over by 10:30 am. Advertisement will be posted on the VF website soon and signage will go up the weekend of March 29th. We are set with volunteers for this event. We will have Jack's doughnuts and Starbucks coffee again - prizes for different age groups and TONS of eggs.
- Purchased advertising space for the May Garage Sale in the INDY Star
- Verifying Fishing Tournament Volunteers (judges)
- Have the signed contract for the bounce houses, tent, tables and chairs for the Splash Bash. Currently working on solidifying the rest of the vendors as well and the theme will be a Hawaiian Luau this year.

Maggie: – Nothing to report

Steve: – Nothing to report

Secretary: Jen – Nothing to report

Planning & Development: Doug

Traffic Concerns

- The city has completed their traffic/speed study on Greyhound Pass. Unfortunately, the study was completed during January and February and not during the spring when requested. The hope was to study the speed issue during warmer weather when road conditions were not a deterrent to speeding and the influence of spring and increased traffic was felt.
- The study results provided by Jonathan Nail of the city are noted below:
 “We collected speed data on 1/9/19 – 1/11/19 as well as 2/9/19 – 2/10/19 utilizing seven detectors strategically spaced at highest speed locations along Greyhound Pass from Spring Mill to just west of the Monon Trail. The gap in data collection dates was caused by some winter weather in January which did not allow us to get weekend traffic speeds. As you might suspect, it is important to only collect data in conditions when speeds are not reduced by rain, snow, or other winter weather conditions.

The weekday and weekend data broke down as follows:

Weekday		
	Average Speed (mph)	85% Speed (mph)
Eastbound	22.4	27.4
Westbound	24.3	29.3
Overall	23.4	28.8

Weekend		
	Average Speed (mph)	85% Speed (mph)
Eastbound	25.5	30.0
Westbound	24.7	29.3
Overall	25.2	29.7

Overall		
	Average Speed (mph)	85% Speed (mph)
Eastbound	24.0	28.7

Westbound	24.5	29.3
Overall	24.3	29.0

** As you know, the posted speed limit is 25 mph. Given the width of the roadway (wider than we'd normally see for a road of similar function), the 85th percentile speeds tell us that enforcement efforts have done a reasonably good job in limiting vehicular speeds on Greyhound Pass. An 85th percentile speed exceeding 5 mph above the posted speed limit is the threshold we use to determine if further speed reduction investigation is warranted. Given this data, it would be difficult for the city to justify incurring costs for further speed reduction tactics."*

- Village Farms resident and city council member, Bob Horkay, has been involved in our effort to help reduce speed in Village Farms. He has offered to continue discussions with the city and has offered to seek their engagement during the April Village Farms board meeting. I indicated the study information would be presented to the board during the March meeting and board input would be gathered regarding further city involvement. **My recommendation is this concern should not be tabled at this time but be continued to seek further efforts to slow speeds. This should start with the study being conducted during the months of May and June. The board vote on this recommendation is requested.**

Village Farms Branding and Social Programming

- Phase 2 of the multi-year project has been scheduled for completion in May of this year with the project to be completed by Brightview. This will consist of additional tree and grass plantings in the areas near to the clubhouse entrance.

Common Property:

- Have had to plow once and will probably need to do again the weekend of the 18th
- Rip rap was done and received a quote to get some additional areas done



Lakes & Dams: Jeff

- Need to have new signs ordered for the lake areas restricting use to residence only since the ones we have are faded
- Working on dredging quotes

Technology: Dan – Nothing to report

President: Kirk

- January meeting minutes are approved
- February meeting minutes are approved
- Resident offered to host wildflower/prairie grass classes
- Need to be providing our meeting minutes as to not impact our non-profit status

Secretary Signature		Jennifer Cecil
President Signature		Kirk Farley