

# Village Farms Homeowners Association Board Meeting

## – October 15<sup>th</sup> 2019

**Call to order:** 7:02 pm

**Adjourned:** 8:56 pm

**Roll Call:**

Jeff Boller	Kirk Farley	Dan Traub
Stephen Breslin	Doug Holtz	Jen Trenner
Maggie Browning	Allie Petty-Stone	
Steve Castle	Westin Pigott	

**Absent:**

Jen Cecil	David Gill	Jordan Goddard
Patrick Moyer		

**Property Manager:** Maureen Schriener – Present

**Guest Business:**

**Attendees:** Bonnie Robinson and Kelesy Robinson

None

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**Property Manager: Maureen**

**Complaints/Comments/Concern**

- 14842 Sulky Way – sink hole 9-18 (call Hamilton Co. Drainage Board)
- 733 E. Greyhound Pass – fire pit, sand along shoreline (grass area), shed, dek, deck cover, driveway 9-11
- 17 E. Greyhound Pass – shed and enlarge driveway 9-16
- 101 Citation Road – fence 10-3

**Clubhouse/Apartment/Maintenance**

**Rental Report** – emailed to BOD

**Common Ground**

- Hamilton Co. Drainage Board – reported sink hole next to drain at clubhouse next to Adios Pass 10-1
- Letter to Village Farms residents (Worth Ct and Sapphire Dr.) – Fence to be replaced along 146<sup>th</sup> and Oak Ridge 10-1
- Landscaping company will be out to clean up fence line 10-19
- Brightview – weeds in pine tree at Oakridge and Superstar 9-10
- Brightview – bag worms at Oak Ridge and McNamara 9-10 (complete)
- Brightview – McNamara pond replace pine tree 8-1 (complete)
- Sidewalk on Oakridge (Greyhound and Superstar) Travis with the City of Westfield will get this repaired 9-11

- Oak Ridge and Fox – Prairie project, Baumgartner Co. has received signed contract and encroachment permit has been approved. Picked up updated encroachment permit 8-2. Project will start 9-9 and should be complete 9-13 (update Kirk Farley)
- Delello – repair circle at clubhouse \$1,200 8-29 (spring 2020). Patch work will be repaired this fall 2019
- 3 Crowns Landscaping – fence line cleanup quote 9-26. Work will start 10-19
- Masonry stone repair for fence line – Chimney and Masonry Outfitters (Kourtney Zahn) and Brick and Master Masonry (Randell Buck) 9-11

#### **Lakes & Dam**

- Dredging Cove Project – Encore will quote dredging project (email sent). Turned over to Jeff Boller 7-16
- McNamara pond – add fish? Aquatic Control will include in fish study 9-18
- Oak Ridge prairie signs will go in after work is complete
- Signage for the new parking area will be put up after area is wrapped up
- Fish Survey – approved for all four ponds 9-18. Work will start on 10-14
- Aquatic Control – will repair bubbler 9-17 (complete 9-26)

#### **Snack Shack – Closed**

- Cleaned snack shack 9-3

#### **Pool – Closed**

- Pyle's winterized the pool 9-24 and 9-25
- Heater 2020 (budget 2020)
- Marked chairs for re-strapping and replacement 32 each (budget 2020)
- Lifeguard chairs need replaced (2019)
- Extra lifeguard for all Holiday weekends (you must accompany your visitors when using the pool)

#### **OTHER-NEWSLETTER**

- Covenants & Restriction (short term rentals) ballot vote totals are in:
  - Yes – 428
  - No – 60
  - Duplicates – 10
  - Late ballots – 3 (as of 9-3-19). Dropped off at Tanner Law Group on 9-18
- Hamilton Co. Drainage Board – emails received from residents compiled into a spread sheet 10-10

#### **Office Information – Welcome Packets**

- 4 packets delivered

#### **Transfer Letters/Closing Letters – emailed to the BOD**

#### **Other**

Officer Robert Nick Bonds is the new patrol officer residing in the apartment of the club house

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#### **Recreation: David–** Nothing to report

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#### **Communications: Maggie**

- No update on physical newsletter at this time
  - 60-70% open rate on the email blasts that are being sent out
  - Will put together a letter for mailer to send out informing residents of how to view newsletters and asking how they prefer to receive information
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## **Treasurer: Stephen**

### **Delinquent Dues (as of October 7, 2019)**

- Accounts Receivables listing as of October 7, 2019 sent to the board for review
- The total receivable amount of \$2,200 relates to 5 homes
- Past due letters mailed October 9, 2019

### **September Financial Report**

- September financial report was sent out to the board for review
- Highlights:
  - Cash and certificates of \$953,340
  - Certificate of deposit was renewed on September 30, 2019 into a 15-month certificate at 2.27%
  - Paid \$19,534 deposit for fence project

### **Revised July Financial Report**

- July financials were revised and sent out to the board for review

### **Budget Analysis**

- While the financial reports provide calendar year income and expenses, an analysis was prepared and attached that details fiscal year results compared to the fiscal year budget
- Based on available cash and costs expected to be incurred during the remaining seven months of the fiscal year, Treasurer recommends a hold on any further certificate of deposit placements

### **Transition and External Resources**

- Authorized signers at Forum and Regions updated to add Stephen Breslin and remove Allie Petty-Stone. Update in process at Fidelity
  - After receiving training from Allie, our resource at Alerding CPA Group has been processing transitions
  - Treasurer email account now solely managed by Stephen Breslin
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## **Vice President: Open** – Nothing to report

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## **Social Events: Jen**

- Halloween party is on October 19<sup>th</sup> from 1pm-4pm and we will have the lovely Fabulously Fun Company painting faces again
  - Email blast will be going out for crafters interested in the Craft Fair on November 30<sup>th</sup>
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## **Directors at Large:** – Nothing to report

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## **Secretary: Jen** – Nothing to report

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## **Planning & Development: Doug**

### **Village Farms Branding**

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- Alternative plans are being developed for the last phase of the three-phase clubhouse entryway and circle area landscaping project. The new plan is more basic in design and within the budgeted reserve established. The plan is available for review discussion.
- As a result of the response from the County Commissioners regarding the poor drainage in Village Farms, an email blast was sent to all residents. The email requested that any residents having drainage issues respond with pertinent information to our property manager by October 15. As of today, we have received in excess of 30 responses. Once this information has been formatted by neighborhood, it will be provided to the commissioner's office in an effort to determine possible steps for corrective action.
- In an effort to enhance the branding efforts of Village Farms, the entryway upgrade initiative has been assigned to Planning & Development. The initial work on this two to three-year project has started with initial evaluation being made. Design plans will be developed over the winter. The ongoing plan is to:
  - Established an initial reserve at the December 2019 board meeting
  - Identify improvements selected and prioritized by the board
  - Request bid proposals from landscape firms
  - Begin the first year (2020) improvements in the spring
  - Establish reserves for the second and, if needed, third year upgrades
  - Schedule the improvements over the next two to three years

#### **Investment Committee Update**

- This area will be addressed by the Treasurer
- At the September meeting, a proposal was approved for moving \$50,000 from the Regions money market account into a certificate of deposit at a higher rate of interest. Due to cash flow considerations with the fence replacement, other current projects and a drop in interest rates, the placement recommendation is on hold at this time.

#### **Property Manager Review**

At the request of the president, a review of the property manager position responsibilities, performance, and compensation level was conducted by Stephen Breslin, Jennifer Cecil, Allie Petty-Stone and Doug Holtz on September 23, 2019. The areas covered during this meeting were to:

- Review the current position responsibilities and modify as needed
- Discuss the performance of the responsibilities over the past year
- Meet with the property manager to discuss any concerns and/or suggestions
- Meet separately to discuss the monetary level being paid
- Evaluate the next steps if the position should need to be replaced
- Review the future annual responsibility, performance review and stipend evaluation
- Recommend the composition of the future review committee

The results of this activity will be discussed in executive session.

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#### **Common Property: Open – Nothing to report**

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#### **Lakes & Dams: Jeff**

- Fish study was completed on 10-14 – per email from Aquatic Control the results will be available in January
  - Still working on getting dredging quotes
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### Technology: Dan



- We have 4 licenses for Condo Manager – Property Manager, Treasurer, Bookkeeper and Technology
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### President: Kirk

- September meeting minutes are approved
  - Still working on changes to the aerial video – Dan will post to the website when completed
  - Looking into trademark “The Village Farms”
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### Executive Session (8:21pm to 8:53pm)

- Review Property Manager position responsibilities
  - Overview of history on position and cost related to Property Manager position
  - Motion to approve the review committee’s recommendations in the Property Manager position review – **All in favor**
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Secretary Signature		Jennifer Cecil
President Signature		Kirk Farley