



**The Village Farms  
Homeowners  
Association Board  
Meeting**

Tuesday, January 16, 2024

Call to Order: 7:00 PM

**Guest Business / Attendees:**

- Reading Statement of Expectations
- Greeting of Guests & Recording information/comments

Name:	Address:	Comment(s):
Todd Keller	120 Amkey Way	Observing

**Member Roll Call:**

Name:	Title:	Present	Absent
Steve Castle	President	X	
Richard Overfield	Vice President	X	
Westin Pigott	Treasurer	X	
Emily Baker	Secretary		X
Patrick Moyer	Director, Common Grounds	X	
Karl Krukenberg	Planning and Development	X virtual	
Maggie Cordaro	Director, Social Events	X	
Matt LaPaglia	Director, Technology	X	
Ben Browning	Lakes and Dams		X
Randi Miles	Recreation	X	
Tiffany Liss	Communications	X	
Jeffrey Yardley	At Large		X

**Roll Call Results:**

9 of 12 Board Members were present

- A Quorum was present? YES

Name:	Title:	Present	Absent
Maureen Schriener	Property Manager	X	



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Motion to Approve Meeting Minutes from November Meeting – Westin Pigott

2<sup>nd</sup> – Patrick Moyer

All in Favor – Aye

All Opposed - none

Motion Carries: Yes X No

**Old Business:**

**None**

**Property Manager Report - Maureen Schriener**

**Complaints/Comments/Concerns:**

- 826 E. Greyhound Pass – pool installation 1-11 (closed)
- 1 E. Greyhound Pass – screened-in porch 1-9 (closed)
- 14921 Adios Pass – debris pile in the yard 10-11, 11-21, 12-29 & 12-3, 1-8 (open)
- 525 McNamara Ct. – pool installation 12-12 (closed)
- 480 E. Greyhound Pass – fence installation 12-28 (closed)

**Clubhouse / Apartment :**

- Holiday decorations taken down outside 1-11 (closed)
- Holiday decorations taken down inside 1-3 (closed)
- 2 bids to install tile in the bathrooms of the clubhouse.

Motion to select Tish Flooring to complete the bathroom tiling project in the clubhouse for \$6603.33

– Westin Pigott

2<sup>nd</sup> – Patrick Moyer

All in Favor – Aye

All Opposed - none

Motion Carries: Yes X No

**Common Grounds:**

- Approved quote to replace/fix common ground fence 1-15 – work will start in February
- Brightview came out and placed snow sticks 1-9 (closed)
- Maureen replaced dog bags at common ground 1-9 (closed)
- Pat and Steve approved quote to replace four common ground benches 1-8 (open)
- Ermco will replace the light post base. Covers are on order 10-6 (open)
- Pat Moyer approved a quote to remove and replace dead arborvitae at the pool along Adios Pass. Spring 2024 (open).
- Walk through the common area with Brightveiw, Steve, and Pat at Greyhound and Shoreway E. 12-6 (open/budget 2024/2025). Received price for survey 1-15

**Recreation:**

- Gliden will quote to replace equipment gate fence 1-15 (open)
- Received signed contract from Pyle's 1-11 (closed)
- Pool painting – Pyle's will be back to touch-ups in spring 2024 (open)



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- Paint touchup on snack shack (spring 2024 open)

Lakes & Dams:

- Brightview will quote to remove small trees from the McNamara spring 2024 (open)

Snack Shack & Pool:

- Received food permit for snack shack 1-11 (closed)

Office Information – Welcome Packets

2 packets

OPEN ITEMS:

- Steve Castle and Maureen Schriener met with Matt at Village Reserve on 1-11
- Clubhouse bathrooms – tile and reset toilets. Tish Flooring and Dustin Nelson 12-20-23 & 12-27-23 (open)

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**BOARD MEMBER REPORTS:**

**Treasurer – Westin Pigott**

- Draft of '24-'25 budget to discuss at Feb '24 meeting

Motion to Approve November 2023 Financial Report – Tiffany Liss

2<sup>nd</sup> – Pat Moyer

All in Favor – Aye

All Opposed - none

Motion Carries: Yes X No

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**Planning and Development - Karl Krukenberg**

- Emailed City to request meeting regarding follow-up on:
  - Oak Ridge trail connector
  - Citizens Water contact assistance
  - 2024 resurfacing
  - Neighborhood plan

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**Secretary – Emily Baker**

- Absent / No report



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**Director, Technology – Matt LaPaglia**

- Preliminary Treasure email set / not on BOD email, just for records of data (Dennis Ressler)
- Portal – looking into and setting up through the existing portal.
  - Work with Maureen on Condo Manager

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**Director of Communications – Tiffany Liss**

- Question about website updates – Resident portal / can create page but cannot push live – is this an ADMIN item that I need additional access?
  - Matt to look into this.
- Requested 12/8 for resident directory to be added to the website.
  - 2<sup>nd</sup> email in January – why not done?
  - Asked IT if they did not want to help then to step down and let someone who does want to help, help.
- Resident portal added, not pushed. Shared URL for Newsletter and access.
- Resident portal for Condo Manager – place documents here?
  - I do not have access to place in Condo Manager
    - Maureen only has access.
    - Maureen/Matt to look into additional access.
- Resident Portal – Mail Chimp is current for resident’s emails, information, etc. from link for Resident Portal – Sign-up / Following CANSPAM Law for opting into receiving communications.
  - Maureen – worried information in Condo Manager is different.
    - Condo Manager and Mail Chimp do not talk to one another – so we are left relying on the updated information from the Sept. mail clean up I did and the recent opt-in form for the resident portal.
      - Steve – let’s talk about HubSpot at our February meeting.
- FYI - May not be at the February meeting, surgery scheduled for 2/5 – may be out for a month.

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**Director, Social Events – Maggie Cordaro**

- Fall garage sale – removed for lack of participation. Will hold Spring garage sale
- Easter event – hiring a professional Easter Bunny

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**Director, Common Grounds – Patrick Moyer**

- Quote for the budget for common ground area cleanup
  - Need approval for a Survey to be conducted / Budget approval.

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**Lakes & Dams – Ben Browning**  
Absent - No Report



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**Recreation – Randi Miles**

- Looked at the surface of the tennis courts. Leslie coatings planning to come this fall to repair. Under warranty until April 2024.
- Wind screen at the tennis courts is down and will need to be replaced.
- Cornhole boards for the pool
  - Custom Village Farms Cornhole boards can be made.
    - Boards, bean bags, metal handles
  - Further discussion will be had by the board

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**Vice President – Richard Overfield**

- Interim members are no longer interim, therefore remove any “Interim” from any communication.
- SharePoint site made by IT – Check login.
  - Repository for now
  - Add another additional role (After meeting)
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**President – Steve Castle**

- Further discussion of suggestion for software as made by Tiffany Liss to be had at next meeting
- Issues with BOD members’ access to software programs, posting to the website, etc.
- Property Manager Performance Review 2023-24
  - Timeline
  - Process & Procedure
  - expectations

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**Directors at Large:**

- No items

**New Business (including BOD Discussion of guest topics)**

- None

**Motion to Adjourn:**

Motion to Adjourn – Steve Castle

2<sup>nd</sup> – Pat Moyer

All in Favor – Aye



All Opposed - none

Motion Carries: Yes X No



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Meeting adjourned at 8:32 PM

Officer Signature		Westin Pigott
President Signature		Steve Castle