



**The Village Farms  
Homeowners  
Association Board  
Meeting**

Tuesday, March 19, 2024

Call to Order: 7:02 PM

**Guest Business / Attendees:**

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

| Name:            | Address: | Comment(s):                                                     |
|------------------|----------|-----------------------------------------------------------------|
| Brian Chapman    |          | Requested information regarding current balance of Reserve Fund |
| Christina Carden |          | None, attended to observe                                       |
| Chris Carden     |          | None, attended to observe                                       |
| Michael Kuehl    |          | None, attended to observe                                       |

**Member Roll Call:**

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

**Roll Call Results:**

10 of 12 Board Members present

- A Quorum was present? YES



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| Name:             | Title:           | Present | Absent |
|-------------------|------------------|---------|--------|
| Maureen Schriener | Property Manager | X       |        |

Motion to Approve Meeting Minutes from February Meeting – Rich Overfield

2<sup>nd</sup> – Tiffany Liss

All in Favor – Aye

All Opposed - none

Motion Carries: Yes X No

**Old Business:**

**Property Manager Report - Maureen Schriener**

Complaints/Comments/Concern

- 147 W. Greyhound Pass – fence and siding needs repair 3-8 (open)
- 401 Sapphire Dr. – remove the flag from common ground fence 3-6 (open)
- 15244 Star Pride – received a call regarding paint color 3-1 (closed)
- 18 Sherry Ct. – speed and running stop sign on Greyhound Pass. I emailed the City of Westfield regarding speed, rolling stop signs, and adding a spinner to the stop signs on Greyhound Pass 2-20 (ongoing)
- 14916 Sulky Way – did not like that Brightview mulched early 2-16 (closed)
- 1115 Greyhound Pass – trailer parked in the driveway for over 32 days 1-16, 1-26, and an email was sent 2-14, will be moved 2-21 (closed)

Clubhouse/Apartment/Maintenance - Rental Report – emailed to BOD

- Scat Pest Control 3-13
- Retile both upstairs bathrooms in upper clubhouse 3-5 (closed)

Common Ground

- Meeting with Pat Moyer and Kieron Randall to talk about 2024 landscaping projects 3-5 (closed)
- Pat Moyer approved a quote to remove and replace dead arborvitae at the pool along Adios Pass in spring 2024 (open)
- Steve approved \$1000 quote for Brightview to remove small trees from the McNamara Pond spring of 2024 (open)
- Walk through the common area with Brightveiw, Steve, and Pat at Greyhound and Shoreway E. 12-6 (open/budget 2024/2025). Board approved survey 1-16, received survey 3-1

Recreation:

- Paint common ground fence, pool fence gate, and trash fence (spring 2024)
- Pool painting – Pyle’s started pulling furniture and turned on the water 3-11. Crew will finish up paint touch-ups (open) 3-6
- Paint touchup on snack shack (spring 2024)

Lakes & Dams:

Sinkhole next to lake wall near boat ramp at clubhouse lower parking lot. Meeting with Steve, Karl, Ben, and Jeremy Hoover from Retain-IT 3-11 (open) - waiting on quote from Jeremy



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Snack Shack & Pool:

2024 Pool Hours on School Days (Posted on The Village Farms website and in the Newsletter for May)

May 28th, 29th and 30th – Pool will be open 4 pm – 8:30 pm

August 8th through September 2<sup>nd</sup>:

Monday – open regular hours 11 am-8:30 pm

Tuesday 4 pm-8:30 pm (school day)

Wednesday 4 pm-8:30 pm (school day)

Thursday 4 pm-8:30 pm (school day)

Friday open regular hours 11 am-9 pm

Saturday open regular hours 10 am-9 pm

Sunday open regular hours 11 am-8:30 pm

· Village Farms Swim Team – information was emailed to Sarah Pigott 2-27

Office Information – Welcome Packets

- 2 packets
- Meeting with Dennis Ressler 3-6
- The mailer will go out on 3-15, please return the proxy, pool card, and dues payment.

OPEN ITEMS:

- Maureen picked up plat documents from Paul Ash 2-21
- John Pyle – full pool replacement estimated around year 2038-2044

Discussed whether to allow “gaming trucks” to use the HOA parking lots near the clubhouse when the clubhouse is rented. After discussion, decided that renter of the clubhouse must rent both upper and lower sections of the clubhouse, renter will be informed that parking cannot be guaranteed, and Village Farms HOA must be added to the business’s certificate of insurance.

**BOARD MEMBER REPORTS:**

**Treasurer** – Westin Pigott

- Motion to Approve January 2024 Financial Report – Westin Pigott  
2<sup>nd</sup> – Jeff Yardley  
All in Favor – Aye  
All Opposed - none  
Motion Carries: Yes X No
- Motion to Approve February 2024 Financial Report – Westin Pigott



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2<sup>nd</sup> –     Matt LaPaglia    

All in Favor – Aye

All Opposed - none

Motion Carries: Yes X No

- Discussion of proposed budget under New Business
- Clarification of Reserve Fund
  - The reserve fund currently is not a formal thing. HOA has cash and equivalents in various accounts, but they are not divided or earmarked for operating vs capital/maintenance expenses.
  - A rough estimate of our total savings (reserves) can be attained by looking at the February Financials and calculating our current cash on hand (\$1,782,722.75 - \$885,045.59 = \$897,677.16) and then removing an estimate for the remaining operational expenses for FY2023 (March + April). I estimate ~\$50k of additional expenses, which puts our “Reserve Fund” at \$847,677.16.
  - I recommend (but leave it to my successor in the Treasurer position) that we formally split off a separate account at Fidelity to hold our reserves separate from operating cash. The ideal time to enact this change would be at the end of the fiscal year.
    - Operating Checking – Regions
    - Operating Excess – Fidelity
    - Reserve – Fidelity
  - The reserve fund goes hand in hand with the reserve study and is intended to allow the HOA to cover asset maintenance/replacement expenses without incurring a special assessment. The reserve fund is not a net-new savings account. Any new assets or facilities added to the neighborhood (not replacing existing) will incur additional future expenses and maintenance or repair costs need to be planned for.

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**Planning and Development** - Karl Krukenberg

- No report

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**Secretary** – Emily Baker

- Absent / No report

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**Director, Technology** – Matt LaPaglia

- Helped Rich get Maureen’s office organized. Cables were pulled through walls and a 2<sup>nd</sup> Wifi access point was installed closer to the front of the clubhouse.
- Will be rolling out 2-factor authentication with all board members and Property Manager Microsoft Office accounts.



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**Director of Communications – Tiffany Liss**

- Village Farms Golf Cart Registration hosted by the Westfield Police Department will be held April 20<sup>th</sup>
- Discussion of the need for CRM software with the HOA
  - Condo Manager is supported and software updates are being made by the software parent company. Software license costs \$4,800 per year
  - Goal is to consolidate systems and to have one single database / list of residents with one set of data.

Motion to form a Task Force to research HOA management software options that have accounting services, contact – Ben Browning

2<sup>nd</sup> – Rich Overfield

All in Favor – Aye

All Opposed - none

Motion Carries: Yes X No

Task Force Members:

Dennis  
Tiffany  
Rich  
Matt  
Pat  
Ben

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**Director, Social Events – Maggie Cordaro**

- Easter
  - Bunny invoice fully paid
  - Donuts ordered, check secured
  - Supplies purchased
- Splash Bash
  - Filled out quote from KidZone
  - Email confirmation for tattoo artists
- Last day of school -Kona Ice reserved

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**Director, Common Grounds – Patrick Moyer**

- Mulching is completed
- New Benches at common area near clubhouse are installed
- Survey of common area near Shoreway Dr. is complete
- Trees that are recommended to stay are flagged
- Maureen will obtain multiple quotes for brush and tree removal of the area, to be voted on at future board meeting



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**Lakes & Dams – Ben Browning**

- If approved in budget, Fish Survey will be conducted this year
- According to Jeremy Hoover from Retain-It, wooden retaining walls have 5 to 6 years remaining, therefore probably a good idea to do some maintenance and backfilling
- Brightview will be providing a proposal to backfill the sinkholes behind the retaining wall at several locations along the wall near the clubhouse

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**Recreation – Randi Miles**

- Randi will work with Tiffany to put together a communication for a pickleball tournament this summer
- Leslie Coatings will repair the cracked coating on the tennis court and will honor the 1-year warranty even if they do not complete the task before April 1<sup>st</sup>, when the warranty technically expires
- Will need help to put back up the wind screens as the weather is getting nicer. Need to think about if it was worth it to even take down for 2 months or not.

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**Vice President – Richard Overfield**

- Helped Matt cable manage Maureen's office – Need to finish re-wiring the phone line
- Spinning tops were placed Stop signs at grey hound / shore view by the city after Maureen emailed the city

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**President – Steve Castle**

- Survey of current BOD members to determine plans prior to the annual meeting
- Emily Baker would like to remain on the board as an at-large member and would like to step down from the Secretary position
- Asked all board members to communicate at the meetings regarding neighborhood events that are sponsored by the board or being planned by board members prior to notifying the board via email that events are happening
- Emails and texts are suddenly plugging in names of BOD members from the past?
- Maureen will get additional quotes for holiday decorations at clubhouse

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**Directors at Large:**

- No items

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

- Discuss AT&T Flagpole - City of Westfield says AT&T will fix the flagpole cell tower and reinstall the covers in June of 2024.



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- Discussion of Proposed FY2024 Budget
  - The proposed budget was sent to BOD and the residents last week. It is not final until the board votes on it. The budget is required to be presented to the residents at the annual meeting. The board may change the proposed budget, which was sent out, but we must present a final and accepted budget at the annual meeting.
  - Spend vs Budget report as of Feb 29 was sent out to BOD.

Motion to Accept the FY2024 Budget as presented in order to present to the residents at the Annual Meeting – Westin Pigott

2<sup>nd</sup> – Matt LaPaglia

All in favor- Aye

All opposed - none

Motion Carries: Yes X No

Motion to Change the Board's Tax Year to coincide with the Board's Fiscal Year which ends in April – Westin Pigott

2<sup>nd</sup> – Jeff Yardley

All in Favor – Aye

All Opposed - none

Motion Carries: Yes X No

**Motion to Adjourn:**

Motion to Adjourn – Westin Pigott



2<sup>nd</sup> – Jeff Yardley

All in Favor – Aye

All Opposed - none

Motion Carries: Yes X No

Meeting adjourned at 8:52 PM

|                     |                                                                                     |               |
|---------------------|-------------------------------------------------------------------------------------|---------------|
| Officer Signature   |  | Westin Pigott |
| President Signature |  | Steve Castle  |