

# WELBOURNE MANOR

## *Homeowners Association*

### BOARD MEETING MINUTES

#### 'Neighborhood' Fall Meeting

November 15, 2012

Board Members Present:      Randy Clipson              Russell DeJarnett              Vanessa Jackson  
   Matt Crossin                      Jim Gorski

- a. The meeting was called to order at 7:05 p.m. The meeting took place at the Suer Residence on Walliswood Court.
- b. The minutes from the September 10, 2012 meeting were reviewed and approved.  
    Motion: Vanessa Jackson  
    Second: Randy Clipson  
    Vote: 5-0
- c. Committee Updates
  - a. Financial Update  
    Matt reported the neighborhood's YTD results as of 10/31/12. We have \$53,295 in revenue and \$40,500 in expenses; nearly \$10,000 of the expenses was over budget. The majority of this amount (\$5,800) was due to a July, 2012 water bill invoiced by Butler County Water & Sewer (BCWS) representing incorrect billing in 2010 and 2011. Matt discussed this with BCWS and got a \$2,200 reduction in the bill. Matt reported the remaining over expenditure amount was a result of increases for insurance premiums, utility costs and pool upkeep. Matt provided a breakdown of the variances for all neighbors to see.

Matt discussed the 2013 budget and reported that the HOA should expect the same revenues. Matt also discussed the HOA investments that have been made. The HOA invested in market link CD's which will provide no risk of losing our principle investment of 5 - \$7,000 investments. These investments were laddered over several months and will stay invested for a period of 5 years. If there is a need to dissolve the investment, we can do so at any time.

Matt reported that there was an increase in legal fees budgeted for the year due to law suits filed by the HOA. Jerry Saunders asked what the increase specifically represented. Jim Gorski outlined and explained these expenses to neighbors.

Matt discussed the fees associated with our accounting firm. He stated that recent service quotes show we pay a very fair amount. He explained our process of bill payment and noted we would require a semi-annual compilation of financial reports and preparation and tracking of payments. John Kahler suggested getting a neighbor to do this accounting. Matt says this would prove difficult for security reasons and is open to discussing this topic with any CPA firms that are interested in bidding on our service and asked that if any neighbors knew of someone who might be interested to contact him directly.

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The 2013 budget was reviewed and approved unanimously.

Motion: John Kahler

Second: Ron Achor

#### b. Pool Committee Update

Jim Gorski stated that Mary Beth Fosse reported a successful year for the pool. There was one day where we had a problem with chlorine levels and the pool was closed. The problem was immediately fixed and the pool reopened within 24 hours. It was stated that \$9,900 of our \$10,000 in over expenditures was due to the pool. The pool management company has stated the HOA could expect up to 7 years more life with the existing pool but it would come with increased maintenance costs due to cracks/leaks, and increased utility costs. A resident brought up the idea of putting a well on the pool grounds. Jim reported that Mary Beth Fosse will continue to head-up the pool committee in 2013.

The topic of our association dues was brought up by a resident. It was stated that dues would have to increase to a minimum of \$375/half if we used a management firm. Monty Kleiman reported that when the neighborhood decided to self-manage the HOA they decreased their management costs by more than 30% over the last 8-10 years. Jim Gorski and Vanessa Jackson mentioned our neighborhood had considerably less dues than similar, local neighborhoods that maintained a pool and tennis courts.

Diane Foley asked if there were dollars budgeted to replace some of the pool furniture. Jim reported that the HOA would look into what can be purchased for approximately \$300.

#### c. Neighborhood Concerns

Russell DeJarnett reported minor issues with sheds, incorrect siding, trailers/campers being kept too long in driveways and mailboxes. Russell reminded neighbors that if you are modifying your roof, deck, patio, paint colors or windows, you will need to complete a modification request form.

#### d. Landscaping Update

Randy Clipson deferred this topic to Dan Suer who heads up the HOA's Landscape Committee. Dan reported this was our first year with a full-service contractor. Dan reported that the service provided was good and for a fair price.

The drainage issue at the front of the neighborhood has been fixed. The original sprinkler system was in poor condition and needed to be repaired. An investment of \$1,800 was made into installing new sprinkler heads and changing the set-up.

Dan reported our landscape contract did not include mulch in 2012. The neighborhood laid high-quality mulch 2 years ago and it looked good and wasn't needed. Dan did mention that our contract for 2013 will include mulch, mowing, weeding, trimming and fall clean-up. Dan is currently negotiating the 2013 contract.

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Dan reported that moving forward; his focus would include maintaining the beds in front of the tennis courts as they look poor this time of year. He would like to thin down the grass plants around the pool area and clean the front entrance walls with acid (with the help of volunteers). Additionally, Dan would like to add lighting to the beds in front of the tennis courts. He is looking at using solar lights priced at \$25-\$30/piece. Monty Kleiman asked the question if we had enough budgeted to complete all of these items. Matt reported there is a sufficient amount.

Mary Gorski reported that the holiday lights will be put up after Thanksgiving. Upon request of many residents, an increase in lights will be made this year. These lights are plugged into the guard house at the front entrance.

### e. Modifications Committee Update

Vanessa Jackson reported there were 6 modification requests made in 2012 and that any problems that arose were very quickly taken care of by Doug Meyer. Vanessa reminded everyone to make a modification request for any updates/changes that are made to the front and outside of your home.

### d. Board Position Nominations & Election

- a. Jim Gorski reported to all neighbors that there are 5 board members that serve 2-year terms. The VP and Member-at-Large are elected on even years and the President, Treasurer and Secretary are elected on odd years. Jim thanked Cindy Kariofiles for her efforts in helping to recruit active residents to serve on the board.

Jim reported that both Russell DeJarnett and Randy Clipson have agreed to continue for 2 more years if there were no others interested.

#### Vice President renewal for Russell DeJarnett

Motion: Dan Suer

Second: Diane Foley

Unanimously approved

#### Member-at-Large renewal for Randy Clipson

Motion: Dan Suer

Second: Diane Foley

Unanimously approved

### e. Neighborhood Open & New Items

- a. Mailbox/Lamp post review

Jim Gorski reported that the board developed an "Ad-hoc" committee to evaluate neighborhood mailboxes and lamp posts. He thanked both Ron Achor and John Kahler for their efforts and efficiency in completing this task. The first review was made in April and showed that 16 out of 140 houses passed the inspection. A follow-up review was made in September and showed that 106 out of 140 houses passed the inspection. The report showed that out of the 34 houses left, 19 of them did nothing. These evaluations will start back up in the spring and will be given a "last chance" to complete work by a given date.

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Discussion took place regarding the board having the work done at these properties and it be billed to the homeowner. If the homeowner chooses to not pay, a lien would be placed on the home.

Jerry Saunders thanked the committee for their hard work and stated it was needed to “light a fire” under many residents to get the work done. Jerry brought up the issue of the wrong paint being provided by the HOA in past years. Vanessa Jackson stated the paint is available and free to any resident. Diane Foley brought up her frustrations that her phone call was never returned once paint was available. Vanessa apologized that she did not get the notification and mentioned that every effort was made to return calls and post on Facebook that paint was available.

Tim McCue asked for an evaluation of the street signs. He reported that the sign at Whitcomb is disintegrating and needs attention. Jim Gorski asked the question of whether there was any responsibility from the township for these signs. No one knew the answer and Jim will look into getting an answer.

### b. Vandalism Occurrence

Jim Gorski discussed a recent vandalism occurrence over the 11/3-11/4 weekend. There were 6 mailboxes vandalized and a window broken. Police reported the vandals hit Providence Ridge also. Vanessa Jackson reported it was found this was a group of students from the East district that were involved with hazing.

Jim Gorski also asked that if any residents witness or suspect unusual or illegal activity at the basketball court to call local police and have them handle it directly.

### c. Legal suit/lien implementation

Jim Gorski discussed the problem with some neighbors not paying their HOA dues. The board developed a policy that will be followed and includes:

- Any resident that reaches 2 years (4 halves) past due on HOA fees will have received 10 written communication pieces over the course of these 2 years. At this time, the board will make 1-2 visits or calls to arrange a payment plan agreement to pay back all outstanding dues plus interest. If there is no response a lien will be placed on the home.
- Once a resident reaches an amount of \$2,000 in outstanding dues, the HOA will pursue this amount plus interest, late fees and legal fees in a court of law.

To date, the HOA has filed 6 liens on properties. The lien will prevent sale of the property without payment of the outstanding dues. The HOA received dues from one property due to a sale. One resident has reached the \$2,000 limit and is being pursued in court. It is the board's intention to obtain a judgment and file for garnishment of wages to pay for all outstanding dues, interest, late fees and legal fees. Jim mentioned there is a chance that we may not recover legal fees in the judgment. The board has budgeted \$1,800 for this lawsuit. We have received quotes of \$1,100-\$1,200. The remaining amount would be reserved to cover the legal fees.

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d. Dues increase

The board is discussing whether to continue the current HOA fees amount or increase them beginning with the second half of 2013. Jim Gorski reported that one year of dues will net the HOA \$53,000. As of today, the HOA has an equivalent of 1.3 years worth of dues in assets. Any net income will roll into our reserves. Jim stated that our pool reserves equal about half of our assets. The goal is to have \$100,000 in reserves and spend approximately \$5,000/year for fix-ups in the pool. Jerry Saunders mentioned that the tennis courts and basketball court need attention as well. Russell DeJarnett found parking stops and put them in at the basketball court to prevent cars from parking on the court. Dan Suer mentioned there were leaks found in the sprinkler system near the pool house that will need to be repaired.

Jim Gorski mentioned that collecting HOA dues only once a year could reduce our accounting fee. John Kahler volunteered to be the collector of dues to save money with Fraley & Company.

It was discussed that only 82 out of 140 households received decreased dues in 2012. As a preventative measure and to avoid a nasty assessment, neighbors thought more differential in dues should be made for those who chose not to help versus those who participate in managing the neighborhood. The board will review the following items at their late February 2013 meeting:

- Review water costs
- Discuss implementation of a \$10/half increase to those residents who chose not to participate with helping to manage the neighborhood.

The meeting was adjourned at 8:57 p.m.