



## Homeowner's Association

### BOARD OF TRUSTEES ANNUAL MEETING MINUTES

January 23, 2006

#### **CALL TO ORDER**

The meeting was called to order on January 23, 2006 at 6:30 p.m. at the Kings Point Church of God.

#### **ROLL CALL**

Board Members in attendance were Brad Amstutz, Gary Gibson, Dale Skelton, Barb Mirlisena, Tom Nugen, John Boccher and Lew Snyder.

David Brock of Towne Properties Asset Management Company represented Management.

#### **DETERMINATION OF QUORUM**

Brad Amstutz asked Management if there was a quorum present for the meeting. Management stated that with 20% of the voting class members, either present in person or by proxy, there was a quorum established for the meeting.

#### **PROOF OF NOTICE**

David Brock of Towne Properties Asset Management Company presented proof of notice that was sent to all homeowners of record in December 2005.

#### **APPROVAL OF PREVIOUS MEETING MINUTES**

After homeowners and the Board reviewed the meeting minutes from the 2005 Annual Meeting, a motion was made by Gary Gibson and seconded by Dale Skelton to approve the minutes as presented. Motion carried.

The Board then reviewed the Executive Session held immediately after the 2005 Annual Meeting. A correction was made under New Business. The name Erandoll should be spelled Arendoll. With this correction, a motion was made by Gary Gibson and seconded by Dale Skelton to approve the meeting minutes as corrected. Motion carried.

#### **ELECTION**

**Nominations From Floor** - Nominations were asked for from the floor. As there were no nominations from the floor, a motion was made and seconded to close nominations from the floor. Motion carried.

Appointment of Inspectors – Three homeowner volunteers, Ken Hastings, Judy Mitscher and Barb Freudemann, were appointed as inspectors to count the ballots.

Nominees – There are five seats available on the Board of Trustees. From Green Tree Village, nominees were Brad Amstutz, Barb Mirlisena and Nicole Murphy. From Bear Grass Village, nominee was Joe Garcia. From Salt Run Village, nominee was Dale Skelton. For Trustee at Large, nominee was Lew Snyder. All of the nominees spoke before the homeowners present and briefly informed them as to their reason for wanting to serve on the Board.

Vote – Ballots were collected and counted.

### **OFFICER'S REPORTS**

President's Report – Brad Amstutz presented the President's Report. Brad stated that 2005 was a year of transition. In May, Carol Ann Cardella turned over her declarant seats on the Board to resident appointees. Since this time, the Board has made great progress in getting a handle on talking over this community as a full elect and resident Board. From all the Board Members, it has been our pleasure to bring the HOA through this transition. Brad stated that he and the other Board Members are looking forward to continued progress in 2006. However, resident participation is greatly encouraged. Without homeowner help and input, we are not as productive. Please find a committee to be involved in and let the Board and Committees know if you are gifted in a special area. If we can capitalize on our combined strengths, we can offer so much more and continue to improve and expand on our amenities. It is an honor to serve.

Secretary's Report – Dale Skelton presented the Secretary's Report. He reviewed the 2005 Village on the Green Homeowners Association. The year 2005 started out with the Annual Meeting. The budget for 2005 was in place. As was discovered later, it was not sufficient to cover expenses. In prior years, the developer had made up any deficits. However, since the developer turned over the declarant seats to the appointed residents in May, we had to borrow money to cover it all. We now have a full resident Board of Trustees. As soon as we took over, the irrigation system went out. Also, to top that, we had a drought. The grubs ate what was left of some of the brown lawns. Some people referred to our community as "Village on the Brown". Besides that, the clock in the tower of our Town Hall stopped working, but we had no funds to repair it. We now have a requisition form in place to help control costs. This also lets us know how much money is left for each item. All locks in the Town Hall had to be changed and a Key Keeper Agreement was put in place to help control security. Several vandalism incidents occurred. The front signs were spray-painted. The front pond and the lights along Village Green Parkway, the Clubhouse and pool were all damaged. This resulted in another drain on our finances. Our insurance deductible is \$5,000.00 for each occurrence. This alone shows how important it is to have this vandalism stopped. This is also why we are trying to get a Neighborhood Watch Program in place, no later than when the kids get out of school. Hopefully, this will cut down on the vandalism and we will catch some of the vandals red-handed. There will be a report later on and we hope that everyone will help by being our eyes and ears. In order to keep our community running smoothly, it takes a lot of residents helping in various groups or Committees. Homeowners moved into the community for a special a reason, let's not jeopardize it. Get involved. Another item to address is our finances. Unfortunately, too many residents are not paying their Association fees. This puts the Association in a financial bind, especially since we have a very tight budget. In 2006, we will have constraints in place to oversee our finances. For instance, all items that were not budgeted will have to wait until 2007.

In order to have our budget on the right track, we are going to have a professional study done on reserve funding. The State of Ohio passed a law that states that all Condominium Associations have to have their reserves fully funded. It will not be long before Homeowners Associations will have to do the same. Dale stated that the Board is striving to maintain our amenities and if we all work together, he feels certain that we can achieve our goal to make Village on the Green a super place to live. He also thanked all homeowners for attending the meeting.

Treasurer's Report – Barb Mirlisena presented the Treasurer's Report.

Increase in fees was mainly due to the following:

- Under-estimated expenses.
- Over projection of homes to be built.
- Unexpected repairs and maintenance (including vandalism).
- Increase of contractor fees and insurance due to natural disaster and fuel prices.
- Delinquencies, bankruptcies, foreclosures and bad debt.

Direction of 2006:

- Budget template in place.
- Requisition in place. Three (3) signatures and a minimum of 2 bids.
- Reserve Studies scheduled for all four villages.
- This is to insure proper funding of the reserves to a life expectancy schedule.
- Contractors within the community need to submit their business card or letter of qualifications so they may be called upon to bid on future work as needed.
- Step up procedure on delinquent residents by enforcing the Covenants/Documents of Village on the Green, which will include late letter, late fee, lien and foreclosure as a last resort.

### **COMMITTEE REPORTS**

Finance Committee – President, Brad Amstutz presented the Finance Report. Brad stated that new Committee Members are always needed. The Finance Committee meets the second Monday of every month. If interested in joining the Committee, please contact Barb Mirlisena at [barb7805@adelphia.net](mailto:barb7805@adelphia.net).

Major accomplishments were as follows: An audit was budgeted for and completed during 2005. No major issues were discovered by the independent audit.

A requisition system was put in place in 2005. What this involved is requiring all work performed in the villages to have a requisition submitted and signed for by the requesting committee and then two Trustees. The Finance Committee then can allocate funds to pay for the services. This process helps keep us within our budget and prioritize spending.

After two Finance Committee Members attended a seminar for reserve funding, it was decided that all villages should have a Reserve Study done by a professional firm. This was budgeted for in 2006. Results of the Reserve Study will be discussed when completed.

The Finance Committee investigated and found that our CD's were not earning as much as possible, as well as the cash set aside for reserves. We have put more of our cash in CD's and at a better return than ever before. We are investing in short term CD's that have increased return

from 2.4% at the beginning of the year to 4.15% by the end of the year. The Finance Committee will continue to invest in high yield CD's at Union Saving Bank. So far, they have agreed to meet any rate being offered by another bank.

Neighborhood Watch Program - Laura Bolender presented the Neighborhood Watch Program Report. The purpose of the program is to obtain citizen involvement in community safety by discouraging and preventing crime in our area and to also assist the police by watching and reporting any incidents or suspicious activity in our community. A side benefit is that people get to know one another better and begin to develop a sense of community.

The Neighborhood Watch Program concept is designed to:

- Establish an organizational structure and create an information-sharing network.
- Help to introduce neighbors and create social ties that will help them work together.
- Allow police to train citizens on how to be proactive by preventing crime and how to recognize and report criminal activities.
- Access information and assistance from police and other Government agencies that can help to improve living conditions.
- Provide the community with a strong unified voice to inform community leaders on programs and actions that the "people" support.

Design & Review Committee – Chairperson, John Boccher had no report.

Preservation Committee – Chairperson, Mike Bolender noted the need for new volunteers and new Committee Members to help with the organization of the Committee. He stated also that the Preservation Committee is going to be moving forward with working on green space allocation for 2006.

Maintenance Committee – Chairperson, Lew Snyder presented the Maintenance Committee Report. He noted some of the items completed in 2005. The Town Hall had new deck chairs placed on the decks. Maintenance completed for the community and the Town Hall included such items as sealcoating and striping of the parking lot, Town Hall gable repair and lighting repairs at the pool. In 2006, repairs will include the pump and motor for the irrigation system and multiple irrigation repairs to insure that the system works properly.

Social Committee – Chairperson, Tom Nugen presented the Social Committee Report. He noted that in 2005, there was a very successful garage sale. He also wanted to remind all homeowners of the aluminum can drive. Bags will be picked up from the Town Hall parking lot the second Friday of each month. He noted other successful events, which included a Fishing Tournament, Music on the Green at the third rotary and a Pool Teen Night. The Social Committee also hung all the Christmas decorations at the Town Hall. In 2006, the Committee is looking for new events such as a mini sailboat regatta to take place on the big lake at the top across from the gazebo, a golf outing and a trip to Keeneland. These items are being planned for 2006. Tom noted that the Social Committee meets the first Monday of each month at 6:30 p.m. at the Town Hall and encouraged other homeowners to please join the Committee.

Pool Committee – Chairperson, Laura Bolender presented the Pool Committee Report. Laura noted that the Committee checked all gates and doors to make sure they were locked. Committee Members also drove by and did pool checks as a means of security. Tiles were

cleaned. In 2006, the Committee would like to setup mesh bags for lost and found items, have the Pool Rules located inside and outside the pool area for reference by all homeowners and guests and Pool Committee Members will also have stickers put on their green keys to show that they are Pool Committee Members. Laura asked for more homeowner participation.

### **ELECTION RESULTS**

The election results are as follows:

The Green Tree Village Representative will be Barb Mirlisena with 130 votes for a two-year term.

The Bear Grass Village Representative will be Joe Garcia with 125 votes for a two-year term.

The Salt Run Village Representative will be Dale Skelton with 120 votes and a three-year term.

The Members at Large will be Lew Snyder with 119 votes and a one-year term and Nicole Murphy with 113 votes and a three-year term.

### **ELECTION OF OFFICERS**

The new Board of Trustees is as follows: Gary Gibson, President; John Boccher, Vice-President; Barb Mirlisena, Treasurer; Joe Garcia, Secretary; and Members at Large, Nicole Murphy, Lew Snyder and Dale Skelton.

### **MANAGEMENT REPORT**

Property Manager, David Brock presented the Management Report. As of December 31, 2005, the Village on the Green Homeowners Association had \$391.42 in operating cash with a reserve account balance of \$57,207.74. The total income year to date is \$161,363.22 with expenses of \$177,617.64 resulting in a negative variance of \$16,254.42.

As of December 31, 2005, Salt Run Village has \$103.32 in operating cash with a reserve account balance of \$58,3440.30. Total income year to date is \$55,444.81 with expenses of \$60,857.45 resulting in a negative variance of \$5,412.64.

As of December 31, 2005, Raintree Village had \$1,598.52 in operating cash with a reserve account balance of \$37,931.00. Total income year to date is \$38,959.99 with expenses of \$39,170.12 resulting in a negative variance of \$210.13.

As of December 31, 2005, Crystal Cove Village had \$3,288.61 in operating cash with a reserve account balance of \$4,329.59. Total income year to date is \$53,368.86 with expenses of \$52,584.17 resulting in a positive variance of \$784.69.

### **OPEN FORUM**

Many homeowners had questions pertaining to Salt Run Village and if there are any more current buyers interested in buying the empty lots. At this time, only the 6 units are sold and being completed for sale.

Homeowners wanted to know what development is going at the end of Acorn Trail. The builder is Mr. Bishop. The community is going to be Ashton Grove and it is possible that we can invite them to join our homeowners association, which will help our dues and help our income.

Next Meeting Date – The next meeting date for the Board was scheduled for April 24, 2006 at 6:30 p.m. at the Town Hall.

**ADJOURNMENT**

With no further business to come before the Board, a motion was made by Gary Gibson and seconded by Dale Skelton to adjourn the meeting at 8:45 p.m. Motion carried.