**Sweet Briar HOA Board of Directors Meeting Minutes**

Meeting Date: 5.14.19 Meeting Time: 6:00pm Location: Pinheads

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| Meeting Called By Vice President: | Loree Marroquin (LM) |
| Facilitator(s): | Loree Marroquin (LM) |
| Secretary/Time Keeper: | Molly Conn (MC) |
| Board Members: | Loree Marroquin (LM), Heather Rollag (HR), Amanda Chambers (AC), Carolyn Andrejcak (CA) |
| Special Guest(s): | Tom Chilson, Student |

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| **Discussion Topics** | | | | | | | | | |
| **No.** | | **Topic:** | | | **Highlights:** | | | | |
|  | | Meeting Called to Order by LM | | | Meeting began with Call to Order | | | | |
|  | | MC: Introduced a guest speaker to the BOD meeting. Resident and HSE student Tom Chilson. | | | Tom Chilson attended the BOD meeting to request permission to complete his Eagle Scout project in the neighborhood. He requested permission to build a Lending Library for the neighborhood children ages 10 and under. He came to the meeting prepared with a presentation that included details, photos, locations options and a proposed timeline. The preferred location is near the table by the pool (see bottom picture of proposal.) This project is at zero cost to Sweet Briar. Tom is responsible for securing the funding to pay for the expense of his project.  He also proposed filling the lending library with books gathered from a book drive. Books will be collected at the pool during the 2019 pool season.  MC: Made a motion to approve the project  CA: Second the motion  Motion Passed: Unanimous | | | | |
| 3**.** | | MC: Reviewed the minutes from 3/19/19. Aprils meeting was canceled. | | | MC: Provided copies of the March meeting minutes for review. They were emailed to BOD members in March.  CA: Moved the meeting minutes be approved  LM: Second the motion  Motion Passed Unanimous | | | | |
|  | | Sub-Committee Report/Easter Egg Hunt: | | | AC: Reported the Easter Egg hunt was a huge success. We had 900+ stuffed eggs distributed in the park. No plastic eggs will be needed for next year. We will only need people to stuff eggs with candy next year. Special thank you to Brianna Herink who was a huge help. She did a great job. Next year we need more advertisement throughout the neighborhood to increase kid participation. | | | | |
|  | | UNFINISHED BUSINESS:  School Bus Stop Safety: | | | CA: Communicating with our Eric Moeller, Fishers representative. Mr. Moeller is meeting with the HSE School Board on 3/22/19 to request support for our School Bus Stop Safety initiative.  HSE School Board decision pending. | | | | |
|  | | BOD Changes: | | | AC: Addressed the board meeting with a concern regarding the current president’s position. She stated Carolyn Andrejcak submitted her resignation from the BOD after 3 mos. CA then rescinded the submission. AC made a motion to remove CA from the board based on the following reasons:  The BOD had no confidence in her leadership.  Not a good fit for the current board members  Caused dissention on the board – working against them rather than with them.  Late for meetings and appointments.  Poor Communications with other board members  Not in good standing with the Board  Did not follow through on the work after the vote was taken for the laptop purchase  MC: Provided CA an opportunity to rebut the accusations lobbied against her leadership  CA: Addressed each issue individually. When I began serving on the BOD, there was no structure. I tried to implement structure in the meetings and it was voted down. You all were talking over each other. It was loud and disorganized. My letter was a letter of intent not a resignation. I received no response from LM – so I rescinded my letter of intent. The BOD has a lack of transparency to the residents. The BOD does not follow the Bylaws. It is not that the Bylaws are bad – they need to be read and understood. They have to be read as a whole unit. They work together. They must be interpreted correctly. You can’t replace Bylaws only amend.  Regarding laptop issue. I didn’t call for the vote. LM called for the vote for the wrong number of laptops. She called for a vote on 2 laptops when the original number was 3. The Bylaws state the person who calls for the vote to execute based on the decision. This work was dumped on me and it wasn’t mine to do  Banking: I have never been added to the bank account nor have I been given a banking card. I have requested this 3 times from HR. She has failed to add me. I can’t see the financial information.  While wrapping up the projects I am working on, I have found multiple issues that raised significant concern. The first concern is the Rip Rap project was a $26,000 expense incurred by the POA. The BOD borrowed $15000 from the savings account. I can’t find any evidence there was a need for the repair. There is no citing from the City of Fishers for said fine. There is no recommendation from any specialist recommending this solution. The correct solution per Jason Armor to remedy bank erosion is natural aquatic plants. The pond is going to need dredged. It should be done every 15-20 years. It has never been done. The pond is 20 yrs. old. So in the next couple of years, this is going to need done. The expense is over $50K. And the pond still needs the aquatic plants in order to protect the natural shelf in the pond. So the $26K for the Rip Rap project really didn’t solve the problem- but it looks pretty for those around the pond. | | | | |
|  | |  | | | CA: In 2018 did we spend $8K on pool keys?  LM: No – that was a proposal for replacing the system.  CA: What was the amount?  HR: Will provide the exact amount  CA: We have multiple positions that aren’t filled. These positions need filled. I am requesting we form an Oversite Committee. Daryl and Sherry Taulby have agreed to serve on the Oversite Committee.  You can vote me off- but the Board must have transparency. The Financial books need to be open and audited. The books have not been audited since 2012.  LM: Anyone can call for a vote on the laptops. I was not sure of the tally.  CA: If you call for the vote, you execute based on the decision.  HR: Apologized for not adding CA to the account. She didn’t realize she needed to go to the bank. I told you I could not go in April due to my job.  CA: The residents will lose confidence and trust in the Board if there is not transparency. The Rip Rap project was not broken out in the expenses. It was included with the Grounds line item. It must be spelled out. It was 30% of our operating budget. This transparency was lacking at the Annual Meeting. People did not realize the Rip Rap was a $26 expense.  This type of conflict and tension is not helpful on the board.  MC: Suggested expenses over $500 be itemized  Sherry Taulby suggested the 1 off expenses be itemized on the financial statements.  MC: Made a motion all one off expenses would be itemized on the financial statement.  LM: Second  Motion Passed: Unanimously  AC: Made a motion to remove CA as BOD President  Motion passed: 3:1  3: Yay  1: Neigh  CA was removed as president.  LM: Amanda Chambers will step in and fill the vacant board position. Amanda’s positon as Committee Director will be backfilled.  HR: Made a motion to accept Amanda Chambers as the new BOD President Amanda Chambers is new BOD POA President  LM: Second the motion  Motion passed: 3:1  3 Yay  1 Abstained | | | | |
| 7. | Pool Business | | | MC: The ladder repair of $50 for the step was added to the addenda. We missed it last meeting  LM: It is not going to cost $50. It will be $200. The steps come in a box of 4. Must purchase the box. We also need a new rope with buoys. Cost is $100. Rope takes 1 week to make.  MC: Made a motion to repair steps  LM: Second  Motion Passed: Unanimous  LM: Diversity Pools no longer doing commercial pools. 3 Quotes attained. 1 Pile Pools – same cost at 2018, 1 Splash Pools and 1 Affordable Pools.  Pile Chosen as our pool contractor. They will pay us 10% back if the pool is closed for 6 days or more based on their issue. | | | | |
|  |  | | | Pool will be ready to go May 24th from 3pm – 9pm  Regular Summertime Pool Hours: 10am – 9pm  When kids go back to school, pool closes during the day.  After school hours are 4pm – 8pm until Labor Day.  Pile will also Open, Close the pool and Winterize the pipes and equipment.  Staffing:  4 New Guards, 9 Total Guards. Last year we had 11 guards.  Keys:  Every household should have one pool key.  Replacement keys are $25.  The lists of homes that are delinquent in the POA fees have been deactivated. There is no payment plan. Dues must be paid in full.  HR: Contacting Rays to begin trash service for the pool beginning May 20th.  Pile stated overall condition of the pool is good.  Pile responsible for delivering water sample to the Board of Health.  Water Test fee: $200 | | | | |
| 1. 8.18.0 | Treasurers Financial Report: | | | HR: All financial reports are completed in Quick Books.  You have several reports:  (1) All collected monies from all residents that have paid. Did not provide accruals.  (2) All bills paid from our account are on page 5.  (3) Aging Report is a listing of delinquent POA fees. This report is separated out: dues and late fees. HR did send out late notices to the residents that are in arrears last week.  (4) Summary of monthly accounting provided  Budget & Expense:  HR: The pool contract has not been paid yet.  LM: Correct –they have not been paid to date.  MC: How much does a lien on their property cost? The POA is owed $19,518 in late payments. In Hamilton County we have the ability to file a lien ourselves.  CA: Most use an attorney so we get paid, you must file in the proper place or you do not get paid.  HR: Every time a house is sold in the neighborhood, the Title Company sends for the fees owed. Upon closing, we get paid.  Sherry Taulby suggested we issue letters of warning and CC and attorney at the bottom.  HR: The list should decrease with the opening of the pool  HR: Made a motion to approve Financial Report  LM: Second  Motion Passed: Unanimous | | | | |
| **9.** | NEW BUSINESS: Handyman Needed: | | | LM: Joe Herink has volunteered to evaluate the playground equipment.  Eric has volunteered to repair the pool sign and replace 2 of the benches in the park.  CA: The playground mulch included in Wildwoods contract?  AC: The park is like a swamp. Very wet with all the rain.  Dina Slain stated our park is similar to Nickel Plate in that it is sinking in the middle which causes water to pool. The run off is not good.  LM: We need to have the front entrance evaluated. AC: The bricks are falling off.  LM: The pool entry door needs painting. It is chipping. We have the paint just need someone to do the labor. Darryl Taulby volunteered to sand and paint the door. We found lots of supplies in the back of the pool storage area. (ex. 12 extension cords)  AC: Loves to organize. She is willing to organize and label the area.  CA: Park Needs:  Bartlett Tree experts evaluated the trees around the park and the tree root issue we received a complaint on.  The tree root can be removed without de-stabling the tree. There are several trees in the park that are rotted on the inside. We have an Oak/Walnut in 3-5 years will need cut down. The cost is $3500 for 1 tree. If the tree is hollow on the inside but the tree has a layer of living tissue. The tree is viable.  We have 3-4 trees that will need to come down. If we hire Bartlett to do an annual tree inspection, it will reduce our liability in the case of a lawsuit should a tree fall over.  Dina Slain: JT Trees serviced the area last time and Ergon has provided service as well.  AC: Most of the bad trees are on Rawlings side.  CA: Sat, May 18th@ 10:45am the construction company that damaged the yard while doing the Rip Rap project is coming to evaluate yard and propose a remedy. AC and LM agreed to meet them. | | | | |
| 10. | | | Port – A-Potty: | | | Sherry Taulby asked the BOD if we knew why there was a Port-o-Potty in their neighbor’s driveway. There are no permits required.  CA: Construction companies provide them so their crew does not use the homeowner’s bathroom. It should be removed once remodel is complete. | | | |
|  | | | Laptops: | | | HR: Two laptops have been ordered for a total expenditure of $498.60. Both laptops need Office loaded on them, Eric will be loaded onto them. | | | |
|  | | | POA Email Inbox: | | | HR: POA inbox a mess. It needs cleaned out and organized. MC: Committed to clean and organizing the email box. | | | |
|  | | | POA Letterhead: | | | MC: Presented 5 drafts of a Letterhead she designed for the community. The BOD liked and chose Draft 5. Chose the letterhead design with a small house in the lower left hand corner.  MC: Made a motion to approve Draft 5 letterhead design  LM: Second the motion  Motion Passed: Unanimously | | | |
|  | | | Audit Oversite Committee: | | | CA: Raised the concern of the open positions that are not filled on the POA. The POA needs to fill the Audit & Oversite Committee and an Architectural Control Committee.  The Audit Committee’s responsible for reviewing the meeting minutes, financial records, performing financial audits and monitoring compliance to following the POA Bylaws. The POA financial accounts have not been audited since 2002. CA requested a full CPA audit of the books be completed by an outside accounting firm.  Darryl and Sherry Taulby stated there was no audit performed between the former Treasurer Dave and Heather Rollag. Do we have an Accountant in the neighborhood that would be willing to volunteer their time?  The Architectural Control Committee is responsible for monitoring the conditions of our property. Any non-conformances should be documented and brought before the BOD for disposition. All written correspondence will be issued on the POA Letterhead and communicated from the Secretary.  MC: Made a motion to have audit performed by an outside CPA firm if no Accountant in neighborhood volunteers their time.  CA: Second the motion  Motion Passed: Unanimous | | | |
| 15. | | | BOD Operating Discussion: | | | Dina Slain stated the BOD could not appease 240 properties. The BOD was elected to make decisions for the residents.  CA: The Audit & Oversite Committee could assist in this area  Dina Slain stated on larger financial decisions, it would require all members of the BOD to agree on purchase.  NOTE: This was a verbal agreement among the previous BOD. This is not documented in the Bylaws or previous minutes. It was an unofficial past practice.  CA: If the BOD doesn’t communicate these topics out – there is no transparency. The Audit & Oversite Committee can support the BOD decision by vetting it and communicating their support to the residents.  AC: Can we amend the Bylaws?  CA: The Bylaws can’t be amended without a Quorum. Not enough residents show up to form one. We would have to go door to door to get a passing vote.  LM: Meeting postings only have to be done Annually. The Secretary must post “Notice of Annual Meeting”. Meeting notices do not have to be done monthly.  HR: Suggested the minutes be submitted by the Secretary to the Audit & Oversite Committee – They can then ask questions quarterly.  LM: Large purchase decisions are reviewed annually at the Annual meeting.  Sherry Taulby stated the BOD had to be willing to accept guidance/input from the Audit & Oversite Committee. | | | |
| 17. | | | 6 Open Board Positions that need Filled | | | Committee Director  (3 Members) Audit and Oversite Committee  (2 Members) Architectural Control Committee  CA: We need to consult Covenants and Restrictions for job descriptions  MC: To posted need on the Website | | | |
| **Action Items** | | | | | | | | | |
| **No.** | | | **Action item(s)** | | | **Owner** | | | **Target Date** |
|  | | | Gmail Syncing Issue | | | M. Conn | | | 4/9/19 |
|  | | | Turn off Sync on the BOD Calendar in Google Gmail account | | | A. Chambers | | | 4/9/19 |
|  | | | Investigate laptop options per assignment listed above. | | | C. Andrejcak, M. Conn, A. Chambers | | | 4/9/19 | |
|  | | | Change passwords on Gmail, Facebook, Website | | | M. Conn | | | 4/9/19 | |
|  | | | Compile a property assessment listing of infractions and needed repairs | | | Property Compliance Committee | | | 6/1/19 | |
|  | | | Separate postage expense from the Office /Printing expense category | | | H. Rollag | | | 4/9/19 | |
|  | | | Separate out Regular income dues from the discounted board members’ dues paid for their service on the HOA BOD from previous year | | | H. Rollag | | | 4/9/19 | |
|  | | | Add Pool Discussion to April agenda for Lori. (Pool Hours/Guard Hours) | | | C. Andrejcak | | | 4/9/19 | |
|  | | | Add funding for pool step repair. Est. $50 to funding listing. It was accidentally omitted | | | M. Conn | | | 4/9/19 | |
|  | | | FHS Band Boosters run notification to be posted to the FB Page | | | M. Conn | | | 4/9/19 | |
|  | | | BOD needs a BOD ONLY FB page for official business. | | | M. Conn | | | 4/9/19 – In Process | |
|  | | | Organize and purge POA Gmail | | | M. Conn | | | 6/11/19 | |
|  | | | Email electronic Letterhead form to the BOD members | | | M. Conn | | | 6/11/19 | |
|  | | | Post Open Positions on Website | | | M. Conn | | | 6/11/19 | |
|  | | | | | **Date & Time** | | | **Location** | | |
| Next Meeting | | | | | June 11th 6:00pm | | | Pinheads | | |
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**Sweet Briar HOA Board of Directors Meeting Minutes**