

Sweet Briar HOA Board of Directors Annual Meeting Minutes

Meeting Date: 2/21/21

Meeting Time: 3:00pm

Location: Delaware Township Community Building

Meeting Called by Interim President:	Sherry Taulbee (ST)
Facilitator(s):	Sherry Taulbee (ST)
Secretary/Time Keeper:	Molly Conn (MC)
Board Members:	Loree Marroquin (LM), Heather Rollag (HR), Molly Conn (MC)
Special Guest(s):	Residents of Sweet Briar Neighborhood (See Attendance Listing)

Discussion Topics		
No.	Topic:	Highlights:
1.	Call to Order	(MC) Called the Meeting to Order
2.	Introduction of Current Board Members	Sherry Taulbee, Interim President, Loree Marroquin, Vice President, Molly Conn, Secretary and Heather Rollag, Treasurer
3.	Playground Refurb	(ST) recognized Darryl Taulbee for the work he and other did in refurbishing the playground area
4.		Eric Freuchtel for mounting handles on climbing wall
5.	Pool Staff	(LM) Acknowledge Head Guard Lauryn and her team of guards. They did an excellent job managing the COVID mandates by the Dept of Health cleaning tables, chairs, restrooms.
6.	Blessing Box Food Tote	Many residents donated and benefitted from the generosity of the neighborhood. Jennifer Dominianni suggested we place an envelope in tote for people who need a specific item. Another resident stated it would be nice if we could place a more permanent box in place to keep it going. ST suggested a deck box.
7.	Neighborhood Crime	SEE SOMETHING, SAY SOMETHING. Do not try and handle it yourself. Call the police. They would investigate and find nothing versus find you injured. It may be nothing. It's okay. Call if you see any strange activity.
8.	Neighborhood Shooting	Shots fired in the neighborhood. Shots were fired at the house. The occupant took in a young person to try and aid them. They have since been evicted. Both houses involved are rentals. Renters are related to the homeowner. Multiple residents voiced concerned regarding the number of rentals in the community. There seem to be more issues with the rentals versus owned homes. Short term tenants are the worst and yard sometimes are a mess. Can we amend Bylaws to restrict rental properties? There are no restrictions currently. (LM) Explained in order to amend the Bylaws you need to get a quorum of residents. We never have that level of participation.
9.	Actions all can do Now to deter crime	One attendee caught a kid selling drugs in the street. We need to take our neighborhood back. Common Sense Ideas can be used now. Lots of car break ins in the surrounding areas.
10.	Newsletter	Daryll Taulbee requested it be published quarterly. Distribute in an email blast. Hard copies in Pool house mailbox.

11.	Rental Home Restrictions	<p>(LM) Again, we must get a quorum. We have 240 homes. We must have 75% participation of the votes. We have a total of 20 rentals. Renters are not allowed to vote. Our Bylaws are very dated. They need to be updated. There are many items that no longer make sense. Updating it takes an attorney and that is expensive. Suggestions: Add to Bylaws if rental has infraction – fine the homeowner. We can increase fines – but you rarely recoup your money. You can limit the number of rentals allowed in the community but you can't keep them totally out. We can work to get a quorum to rectify the issue.</p> <p>Resident, Brandon Milster offered to assist with updating the Bylaw project. He can provide direction but does not have the time to re-write them himself. It is expensive and time consuming. You can try and recoup expense with liens or fines.</p> <p>(ST) Will need to canvass the neighborhood for suggestions of changes people would like to see. No matter how much you re-write the Bylaws. You can never eliminate the criminal element. The Pool Privilege is one was to enforce correction of infractions. Eric Freuchtel suggested we review some of these new neighborhood's bylaws and copy theirs.</p>
12.	Halloween	(MC) Halloween Parade and Trick or Treating were a big hit this year. Lots of people came out. The neighborhood was decorated wonderfully. People had a great time.
13.	Easter	(ST) We will be having an Easter Egg Hunt in the park this year. (MC) We have tons of plastic eggs. We just need donated candy and egg stuffers. The park is divided by age group. The Egg hunt was canceled in 2020 due to COVID.
14.	2021 Projects	(MC) There is some additional tree trimming that will be taking place due to some dangerous branches on the trees and a dead fir tree. (LM) The bottom of the pool fence will be repaired this year. We have agreed to put roof replacement off until next year due to entrance work. But it has to be completed in 2022.
15.	Vendors	Jennifer Dominianni asked how vendors are selected. (MC) Repairs are place for Open Bid. 3-5 Vendors quotes are reviewed. The Board reviews and selects the best choice for our need and cost.
16.	Parking Lot Signage	(LM) We still need signs installed at the Pool Parking lot. (ST) Stated she would like volunteers get that completed.
17.	Front Entrance	(ST) The big project this year is the refurbishment of the Entrance. We have quotes. Our Entry wall will be refurbished. The stand-alone pillars will not be replaced. The Main curved wall and pillars will be replaced. Lettering will be recycled. Bricks will be exchanged. Underlying structure will remain the same. Bushes will be removed and given to residents that want them. Native Indiana flowers will replace bushes. It is scheduled to begin in June. The Board is hopeful we will qualify for the grant. 131 st is not included in the 3–5-year Fisher's plan for expansion.
18.	Christmas Decorations	One resident asked why our entrance was not decorated for the Christmas holiday. (LM) stated there are two large wreaths in the pool house. The contractor must be made aware of our desire to hang wreaths from hooks on entrance.
19.	Pool Update	(LM) The pool is in great shape for the 2021 season. The resurfacing completed last year looks great. A pump was rebuilt last year. In 2022 the roof of the pool house will need replaced. We are going to get through this season by just replacing some shingles.
20.	Mailbox Replacement	Mailboxes were replaced. Some residents used the wrong color. The hardware stores need to be notified of our formula. Jennifer Dominianni volunteered to call the stores and provide the formula to them. She also offered to help paint mailboxes of any resident that needs help.

21.	Parking Violations	Can we address the campers or other parking violations? Gino shared - The City of Fishers does have a website to report violations. The city will then deal with the infraction.
22.	Property Violation Letters	(MC) The Board made a concerted effort to notify homeowners to correct infractions. We found safety issues. Darryl Taulbee stated there are requirements for structures on your property. Sheds 6ft from Home and 3ft from Easement.
23.	Financial Report	<p>(HR) The Board brought in more money than we spent. The pool refurbishment was our biggest expense. Lifeguard expense was higher due to having two guards at all times versus 1. (LM) We had to have two guards to manage the pool and COVID requirements. Landscaping was higher due to tree removals.</p> <p>Insurance is the same yearly. Office expense was higher due to purchase of a new laptop. Our laptop was 18yrs old. It is used for pool key software. It could not be unplugged due to battery failure. True Green expense was eliminated. Wildwoods Landscape has absorbed that process with their grounds keeping scope of work.</p> <p>Transferred \$7500 into savings. Surplus of \$12,810</p> <p>2020 Ended with these balances in the POA account Savings: \$44247.90 Checking: \$46326.26</p> <p>Savings account balance should be a minimum of \$50k It is important to grow our savings. For an HOA we are poor. It is recommended that we have \$100k in reserves. There is not a cap in our Bylaws.</p> <p>One resident stated with 240 homes our yearly intake should be \$95760. (HR) stated the budget was formulated on a projection of 230 homes because there are a few homes that have not paid their fees for years. The Board did vote to give the lifeguards a \$1 per hour raise. They have not had a raise in 5 years. \$50 was placed in a Social Category for prizes for kids' events. When 2021 concludes the budget should be -\$4030. This doesn't include the \$5k grant monies. We still have a \$12k surplus from 2020. We do not believe we will be negative. 2019 we had a \$17,500 surplus.</p> <p>Jennifer Freuchtel asked if we could transfer money mid-year to collect interest? And do we need to add money into budget for attorney fees? (HR) We can but if you have an emergency – you'll have to move money back. You need to budget for attorney fees into the budget. You will need to get a quote for the work.</p>
24	Future Projects	The park path needs to be repaved. It is breaking apart from wear and the tree roots. Darryl Taulbee mentioned the hole next to pool needs filled in. it's a safety issue. Approx. \$50 of concrete to repair.
25	Repaving of the remainder of our streets.	(ST) No one has been notified of street paving work. (HR) The board was not notified last time it occurred either.
26	Dues Increase	(ST) The Board voted to increase the dues 5% versus 10% due affects of COVID on families. Upon reviewing the budget, we rescinded that decision and agreed not to raise dues.
27	Facebook Posting	(MC) The POA is not responsible for the Facebook page. It is resident managed. The Board can add a post requesting donations for emergency expenses or donations for events. We have had residents donate materials, time and labor. An example are our park benches. They look amazing.
28	Open Questions:	<p>When does the board review the budget for next year? A: During the 4th quarter of the year.</p> <p>(HR) Watch cash flow. Many people do not pay their dues until May when the pool opens. People are paying better once the fees start hitting their balance. If the money doesn't come in, projects may not get completed. You can put a lien on a home but if its short sales – the board does not recoup their money in legal fees.</p>

29	Vote for Officers Election Results	Ballots were distributed for vote. Vote Collected. (HR) Counted the live and proxy votes: Results: Sherry Taulbee President Loree Marroquin, Vice President Jerica Hernandez, Secretary Jennifer Freuchtel, Treasurer
30	Close of Meeting	(ST) Made a motion to close Annual Meeting (LM) Second the Motion Motion passed Unanimously

Sweet Briar HOA Board of Directors Meeting Minutes

Sweet Briar POA 2022 Budget

Revenue

Dues	\$415 x 240 homes	\$ 99,600.00
neighbors who habitually don't pay	7	\$ (2,905.00)
City of Fishers Grant Money	\$5,000 anticipated	
Total Collected		\$ 96,695.00

Expenses:

Utilities		\$ 9,500.00
Pool Management/Maintenance		
Pyles Pool Maintenance	\$ 9,500.00	
Board Health	\$ 200.00	
Extra Pool Expenses	\$ 3,000.00	
Roof	\$ 9,500.00	\$ 26,250.00
Baby Pool	\$ 2,400.00	
Water Testing	\$ 1,300.00	
Antifreeze	\$ 350.00	
Total Pool Management/Maintenance	\$ 26,250.00	
Lifeguard Payroll		\$ 20,000.00
Landscaping/Grounds		
Tree Trimming	\$ 2,850.00	
Trees Planting	\$ 1,000.00	
Mulch	\$ 3,910.00	
Landscaping	\$ 12,235.00	\$ 36,195.00
Brick sealing	\$ 200.00	
Walking Path Patching	\$ 16,000.00	
Total Landscaping/Grounds	\$ 36,195.00	
Insurance		\$ 5,000.00
Office/Printing Expenses		
Website Hosting	\$ 264.00	
Postage	\$ 115.00	\$ 500.00
Print & supplies	\$ 50.00	
Total Office/Printing Expenses	\$ 429.00	
Bank Fees		\$ 50.00
Taxes/Fees		\$ 50.00
Social (Halloween, Easter, Summer Fun...)	<i>need to do fundraising</i>	\$ -
Attorney Fees		\$ -
Contingency Fund / Savings Account		\$ 5,000.00

Total Expenses **\$ 102,545.00**

Net Profit/(Loss) *\$5,000 anticipated Grant* **\$ (5,850.00)**

2022 Budget Items

Pool Roof
Park Walkway Repairs

2023 & Beyond

New Playground
Park Walkway Repairs

	end of 2021	budgeted end of 2022
Bank Balance - Checking	\$ 37,291.22	\$ 31,441.22
Bank Balance - Savings	\$ 69,256.00	\$ 74,256.00

Sweet Briar POA

October 28, 2021

6:30 pm

Type of Meeting: Annual POA Board Meeting

Meeting Facilitator: Sherry Taulbee

Invitees: Sherry Taulbee (ST), Jerica Hernandez (JH), Loree Marroquin (LM), Heather Rollag (HR), Sweet Briar Residents

- I. Call to Order – Sherry Taulbee @ 6:32 pm on October 28, 2021
- II. Welcome to all residents to the annual meeting. Approximately 15-20 residents in attendance.
- III. Introduction from each board member of name and position
- IV. Date Change (ST)
 - a) ST covered the explanation on the reason for the change in date of the annual meeting. Annual Meeting was moved from its traditional date in March to a date more in the Fall. This is due to budget planning, board member transitioning, and various other concerns. This however does not change when annual assessments “dues” are due, which remain the same, March 31st.
- V. Entrances (ST)
 - a) Entrances are nearly complete, only outstanding item is getting the lights fixed. They were a reasonable price compared to other bids and it looks great. ST still working through the grant process to get the \$5k we have been awarded. LM asked is there a process that needs to happen to keep the brick sealed. ST is going to confirm with the brick installer of the recommended timing and estimate of price so it can be added to the budget. A resident asked what was done to the brick. LM explained that the brick was falling apart before so it was completely replaced. It was replaced with a slightly different color brick but rebuilt in the same shape. Resident asked if it was sealed, ST said she will ask the mason to confirm. Resident Damon Heasley, who is in construction said it does need sealed asap because the ice and winter will get to it.
- VI. Blessing Box (ST)
 - a) Discussion on whether or not to continue the blessing box as it appears it is not being utilized anymore.

- b) Margo and Julie in the neighborhood offered to maintain it. But it is not being utilized as it was intended. HR said if it continues to be used then some guidelines need to be established to prevent it from being used incorrectly. Darryl mentioned that kids are vandalizing it and it is drawing trash.

VII. Food Trucks

- a) Question came up about if permission was needed to schedule food trucks. ST advised no permission is needed for a truck to be scheduled but to make sure there is not a cost to the neighborhood and that if it is scheduled be sure to let everyone know so lots of people will show up.

VIII. Handymen (ST)

- a) Thank you to Gino and Darryl for all the help putting up signs and repairing tables.
- b) Thank you to Jennifer D. for painting the signposts
- c) Thank you to Julie Kane for redoing the wreaths. Donation would be appreciated as she is doing this out of pocket. Debbie asked why this expense cannot be taken out of the budget. It was explained since this is not a requirement it has not been included as part of the budget. ST will post on FB to ask for donations.
- d) ST asked all residents to let the board know if there is something you like to do such as painting or handyman work so as things come up we can reach out for volunteers.

IX. Halloween (LM)

- a) Discussed what the Halloween festivities would be this year. Fishers Trick or Treating hours are 10/31 6:00pm-8:00pm. Sweetbriar costume contest will be at the Pool Parking lot on 10/31 5:30pm
- b) ST asked in the past how many people come to the contest. LM said it can be as many as 40 in the past years.

X. Pool (LM)

- a) The fence around the pool was repaired this summer.
- b) Thank you to Eric F. for assistance with the pool key programming again this year.
- c) There are several chairs that need re-strapped that will be done from this year's budget.

- d) Future budget items will need to account for the pool house roof and gutter repairs. This will need to be in the next year or two.

XI. Treasurer Report (HR)

- a) HR covered the YTD financials discussing in detail the items that went over budget. Overall, still under budget.
- b) HR advised only 11 homes total not paid something to their annual dues. Some paid incredibly late so late fees have been assessed and are due. One resident who was severely past due multiple years but has been making consistent payments and is nearly paid off. Overall, there has been a significant decrease in the number of homes with past due amounts. \$1113.32 collected in late fees. Budgeted for 10 homes not paying. Resident asked how we have received more than budgeted. HR advised because multiple homes were multiple years past due and have paid this year. Pool budget will not be reached this year we budgeted over in case of an emergency. Landscaping is over budget since there were some unexpected items that occurred that were not budgeted such as unexpected tree removal. Entrance will be under budget and we still have grant money coming. Just a few remaining items that will still come out this year. We are going to add some money to savings that we didn't originally plan on since we are under budget. Final budget will be sent in the mail in Jan with the annual assessment.
- e) Treasurer Board Position: Debbie Cafaro has volunteered. Darryl asked if we have priced out how much a CPA company would cost. It has not been priced out. Resident asked Debbie what her experience was. She has been in banking and audit for 40 years. She has been in the neighborhood for 3 years. Debbie said she is looking forward to doing the job.
- f) HR initiated to vote Debbie in as treasurer. Unanimously passed. HR will stay on till January to assist. Debbie will be officially taking over the role in Jan

XII. Newsletter (JH)

- a) JH asked if anyone had comments about the newsletter. Per the last annual meeting it was asked for more frequent newsletters, so we have been sending it quarterly instead of annually. Everyone said they liked it coming out quarterly. No one had additional suggestions for content. Discussed that it is sent via mail chimp to email and posted on FB and on the website.

XIII. 2022 Budget Discussion (ST)

- a) ST asked for suggestions from neighborhood of things they would like to see in the budget. Playground mentioned, walking trail at park. Neighbor, Damon

Heasley who is in construction can assist with assessment of the park trail needs.

- b) One neighbor asked if the roads in the winter are maintained by the city. Darryl mentioned that it was plowed by the city. Neighbor asked if we could get quotes for having the roads salted. We will get quotes. HR mentioned that there is a neighbor on Messina that has a plow. We will make a post on FB asking if there are any neighbors that need that business.
- c) Neighbor asked who maintains the sidewalks in front of the houses. Damon Heasley mentioned there is a section in front of Turnham Ct that needs to be fixed. It was noted that it is a city responsibility and then secondary it would be the responsibility of the homeowner.
- d) Neighbor asked who is responsible for the easement maintenance. Neighbor mentioned that some have placed sticks that are blocking the drainage. ST suggested that it get reported to city of Fishers so code enforcement can inspect it and provide direction and that will possibly turn into fines if not corrected.

XIV. Additional Discussions

- a) We will need to plan on more trees needing to come down and have some replanted.
- b) Residents asked if anything can be done about stop sign runners. Another neighbor mentioned that police officers can be hired for off duty monitoring and that Officer Pickett at FPD can provide information.
- c) ST mentioned she would send an online survey regarding budget items for future budgets.
- d) Other ideas being considered that was brought to the attention of the residents is possibly renting the pool for parties and events. Not much feedback on this and it was discussed that more thought will be put into it by the board and details will be provided if we move forward with it.
- e) Additional budget item request was to see if the neighborhood can get an attorney on retainer. ST said she will look into it.
- f) Resident brought up the mailbox issues and asked what else can be done other than annual letters. It was suggested by one neighbor that pool keys are withheld if mailbox not maintained. Board will look at this and see if it can be enforced.

XV. Adjournment: ST officially called the meeting to a close at 7:47 pm.