

PARKMOR HEIGHTS HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING: 05/18/2023 @ Aldersgate UMC

Attendees

Boardmembers Present: Adam Brown (President), Jon Sales (Vice President), Michael Angelo (Treasurer), Stephen England, Gina Hewitt, Bruce Robison

Boardmembers Absent: Sharon Zeilmann, Aaron Kutilek

Homeowners in attendance: John and Barbara Fleming, Pam Wilson, Debbie Robison, Fred Ravenscroft, Terry Larson

Secretary's Report: In absence of our Secretary and Assistant Secretary, Adam Brown read the minutes of the March, 2023 meeting. Steven England made a motion to accept the minutes, and Gina Hewitt seconded the motion. The motion was unanimously approved. The approved minutes will be emailed to the community and posted to the community website.

Treasurer's Report: Michael Angelo reported YTD expenditures and that all residents have paid their dues and all bills are caught up. Michael also reported that 2022 state and federal tax reports have been filed. He also reported that the \$2,000 annual deposit into the money market account, for long-term capital improvement, had been done as of April – This was a catch up that should have been done in December and is not included in this year's budget since was in last year's a merely a cash transfer. Michael reported that as of April 30, the checking balance was \$31,403.95 and that the Money Market (Long Range Reserve Account) balance is currently at \$.16,614.75 Bruce Robison made a motion to accept the financial report, Gina Hewitt seconded. The motion was unanimously approved.

COMMITTEE REPORTS:

- **Pool** - Barbara Fleming provided an update
 - Committee members for this year include: Jon Sales (Chair), Barbara Flemming, Terry Larson, Pam Wilson, Liz Rohach, Deb Robison
 - Trash collection by Republic Services will now commence.
 - Holly Graph, Parkmor Heights neighbor, has accepted the position of custodian for the season
 - Buster Crabbe has drained the pool and it is filling up now; Chemicals will be added in the coming days
 - There was discussion that an older, extra gray trash barrel may be removed at the discretion of the Pool Committee
 - The Committee will prepare an inventory of pool furniture and other equipment
 - Tubs of items from past fishing derbies and socials have been removed – Stephen volunteered to take them
 - Closet access: Barb, Stephen, Jon S. – Pam will get one as well. And custodian will get a key.
 - Column lights: We'll leave them on all night during the season
 - Volunteer schedule is being put together
 - Drinking fountain: May be on its last year. Frank Larson has a drinking fountain he could sell for a reasonable price. The Committee will look at options to repair or replace the fountain during the season.

- **Grounds** - Stephen England reported:
 - He aerated common ground and seeded as well. Recommending we'll have to look at increasing our budget if we want to do a better job of keeping weeds (currently 3 treatments per year from White River) out and the grass healthy.
 - Stephen reported that this is the last season on the Complete Lawn Care mowing contract.
 - There is an issue with water washing out the area around the pond drain instead of going into the drain first, and it was recognized this could be an issue – Options were discussed on what could be done to prevent a larger problem from developing and the Grounds Committee will research and make a recommendation.
 - Finally, there was discussion about how the efforts to keep geese away from the pond since this last winter has greatly improved the sanitary condition of the sound walk and lawn. There was consensus that, while not all geese can be chased off at all times, the team should continue to try to keep them at bay.

- **Welcome** – John Flemming reported that there are no new neighbors since our last meeting and that he is waiting to learn who will move into 604 Cascades Dr.

- **Architectural Control** – Stephen reported:
 - A roof project has been approved. A black garage door has been declined. Nine requests have been submitted and approved YTD.
 - Raised beds that have been put in at a residence without a request. Stephen will speak to them. He will report back to the Board and a letter from the HOA could follow if not addressed.
 - There was discussion that additional members need to be added to the Committee. Currently consists of John Flemming (Chair), Stephen England, and Aaron Kutilek who needs to be trained and looped in. Ideally, the Committee would have 4-5 members.

- **Communications:** The 2nd edition of the new HOA newsletter was distributed in April. Adam will request that newsletters be posted to the community website. Ideas for July and October newsletters were proposed:
 - Invitation for neighbors to chair and participate in a revitalized Social committee. Give examples of what has been done in the past.
 - List and welcome new neighbors since new year.
 - Reminder of need to submit architectural request if intend to do anything to exterior of home, including landscaping.
 - Note that perimeter fences are responsibility of lot owners to maintain.
 - Regarding Annual Dues due date, note that the extension of the grace period for late fee was only for this year and will revert to December 31 this year.

OLD BUSINESS:

- **Operations Manuals:**
 - One for each committee and each officer has been suggested, with a goal to complete this year.

- It was suggested that a template be developed – Michel Angelo will draft and share.
- **RCCs Update Project:**
 - Adam Brown gave an update on status and shared some of the recommended updates thus far drafted (Solar Panels, Short-term Rental, and Fireworks).
 - The timeline was reviewed:
 - June-July – completion of initial draft to include a summary to share with the community.
 - August – Host a Q&A time for the community, possibly at a social event at the pool
 - September – Make adjustments and distribute to the community for awareness
 - October – Any last changes
 - November – Vote by community at the General Meeting on the updated RCCs as a whole
 - Adam will send a reminder to the project team and recommend some June and July working meeting dates

NEW BUSINESS:

- **Terminex Contract for Pool House** – There was discussion about a payment made to Terminex for termite inspection of the pool house, and the question was raised on what the status of our agreement with Terminex is at this time. Barb Flemming that she had records and would share with Adam Brown after the meeting.
- **Website** – A new company bought the site and we paid their new \$120 annual fee. We want to explore how to update the site and find an efficient way to make it accessed by PHHA members only. Adam Brown and John Flemming will look to make time with Tim Franck to discuss options. A recommendation could be brought to the Board.
- **Exterior Fence:** Deeds show that exterior, PHHA perimeter fences belong to the homeowner and the last RCC update made it clear. Stephen is looking to find date, for the record, when the change was made.
- **New 604 Cascade Residents:** Closing has not been final as far as we know. Stephen has been in touch on some architectural matters.
- There was discussion about continuing to, when noting a house put up for sale, provide Realtors a copy of our RCCs.

HOMEOWNERS' FORUM: No additional topics were raised.

The next Board meeting will be at Aldersgate UMC on August 17, 2023. Gina Hewitt made a motion to adjourn the meeting, Stephen England seconded the motion. All voted in favor.

Minutes taken and transcribed by Adam Brown and Gina Hewitt. Reviewed by Secretary, Sharon Zeilmann