

**Willow Wood HOA Board Meeting Minutes with Agenda
January 18, 2022**

Agenda Prepared by Joe McLaughlin
2022-23 HOA President

Minutes Prepared by Kristen Kyriacou
2022-23 HOA Secretary

President- Call the meeting to order.

- *The meeting was called to order by the Secretary at 7:08 pm.*

Secretary- Roll Call taken and recorded. Board members in attendance: Joe McLaughlin, President; Steve Kenkel, Grounds and Maintenance; Emily Staggs, Social Events Coordinator; Eric Pullen, Web & Social Media; Rich Bryar, Treasurer; and Kristen Kyriacou, Secretary

Approval of Agenda - **moved and seconded and approved.**

Approval of Last meeting minutes – **moved and seconded and approved.**

Motion requested to make official and recorded on our community website -**moved and seconded and approved.**

Agenda Item Presentation of Reports

President Report

- 1) Brief review of successful completion of the LG&E funded landscaping project.
- 2) Provide an updated annual budget proforma to be used during this fiscal year. Our goal is to keep expenses under total revenue while providing as much value as possible to our community.
- 3) Community Communications- because of the well-received community update letter I sent last month, I intend to take a leading role in future communications to the subdivision by composing, with the help of the secretary, periodic “Letters from the President” to inform the community of all board related matters and agendas for the year. Input from each director regarding their departments will be required and included.

Minutes:

Joe stated that the LG&E project was very successful in part due to efforts of Will Barry and Steve Kenkel. We will be receiving additional funds from LG&E for continued maintenance, watering and other related landscaping

VP Grounds and Maintenance report-

- 1) VP Steve Kenkel to update the board on Status of all grounds maintenance issues and to provide an overview his general assessment of short and long terms goals and concerns.

Minutes:

- *Discussion held about Waste Management issue:*
 - *We have a 5 year contract with them which ends 6/30/2023. The original contract specified that trash and yard waste would be picked up every week, but this has not happened consistently. Waste Management has given some credit due to the missed pick-ups in yard waste (approximately \$1500). They are counting 210 homes in this neighborhood, but we may have fewer homes which appears to be an overcharge.*
- *Action Item:* *Joe will look at the PVA to determine exactly how many homes are in the subdivision*
- *Many homeowners do not choose to have recycling. Steve is exploring other companies which may also include recycling, or further negotiate with Waste Management.*
- *Street maintenance – snow event over Christmas weekend. The plow truck went through, but the cost for salt is different. They also have a 2 year contract which ends this year.*
- *Shelbyville Road entrance has some lights that need repaired/replaced. Also some of the rock portion on the bridge over Willow Stone Way needs repair. Steve has obtained estimates for these repairs, and is exploring whether the City of Louisville has any responsibility for the bridge.*
- *Street lights – there at least 4 lights that are not functioning. Steve has contacted LG & E.*
- *Miscellaneous –*
 - *Many plants and trees were damaged in the flash freeze, including the ones planted by LG & E.*
 - *Entry banners have been reinstalled.*
 - *One of the entrance lights needs to be adjusted to have a better aim.*

Treasurers' Report

- 1) Rich Briar to give his report regarding Willow Wood financials including status of unpaid dues and our plan regarding next steps for delinquencies.

Presidents Note: collection of all dues is critical to meeting our annual financial expenses. As always, new expenditures of any kind, other than standard utilities and contracted services, are to have the approval of the President in advance.

Minutes:

- *Past dues – there are 6 outstanding dues, totaling \$2760. There have been several transfers of home ownership and the owners may not have known there is a pro-rated amount for dues. Dues are paid 1 year in advance. One home has been in arrears for several years.*
- *Utilities Expense – Joe, Steve and Rich are working on mitigating these expenses with watering and irrigation. The current plantings at both entrances and the island on Brook Stone are now well-established and they may not require as much water.*

- *Quicken will not be an option because this software is disappearing. Rich has looked into other software packages that may work for us.*
- *“Checking Account Running Balance” will now be called “Cash on Hand” and the current figure is \$97,000 (not \$107,318) as indicated on the Operations Budget presented at the meeting. It was suggested that we put all funds in the checking account which earns more interest with specific monies be delineated for specific funds.*
- *Action Items:*
 - *Annual taxes are due and will be filed.*
 - *There is a State Registration that needs to be filed with updated names of board members. Rich and Kristen will make sure this is completed.*
 - *The invoice for Wild Apricot will be paid.*

Web and Social Media Report- The goal of our Website is that it become a reliable and frequently visited information service.

- 1) Eric Pullen to give report detailing current website effectiveness and recommendations for plans to increase homeowners’ awareness and use of the website.

Note: Administrative Access to be given to the President for all internet websites and social media accounts without delay.

Minutes:

- *Eric will use the website for administrative purposes, including paying the HOA fees.*
- *There are currently 174 members on the Facebook and the website has 70 members. He would like to see more communication go through Facebook. Discussion was held regarding the fact that some people do not use Facebook so we don’t want to alienate them. The website does not have a process to send out alerts to members. However, the website is a tool that can be used to make announcements to the community.*
- *Currently the website has dated information regarding events and the Join feature leads to a paywall type experience.*
- *The current website is Willow-Wood.com*
- *Suggestion was made to spruce up Wild Apricot website and take out the payment info which is useless. Minutes, budget, events, updates can be posted on there. We need to build awareness and this can be done through Facebook. Joe also suggested we send out a post-card promoting the new website and how to access it. He also suggested signs posted in the neighborhood to promote the website.*
- *Currently all posts must be pre-approved by Eric – and this needs to continue.*
- *Action Items:*
 - *All board members are asked to send Eric content to be posted on the website. Send to Eric and cc: Joe.*
 - *Joe and Eric will consult on website goals and improvements within 2 weeks. They will delineate a policy for what is allowed to be posted on the website.*

Holiday and Social Events Director

- 1) Emily Staggs to give report regarding success of recent "Santa is Coming Event" as well plans for the upcoming year.

Minutes:

- *The Santa event was a big success, and there was a larger turnout than last year. Hot Chocolate was very popular. This event will be continued and promoted as a signature event.*
- *Future Events: the budget does not allow for a great deal of options. Joe suggested sponsorships for events. Suggestions included: a vendor such as ADT Security, PNC or other banks, State Farm Agency, etc.; and a Spring Cleaning event – a neighborhood activity to help shut-ins or those in need have difficulty maintaining their homes or yards.*
- *Action Items: Signs for events need to be larger. Foxgate may be invited, and sponsorship should be explored. Additional resident volunteers are potentially needed and welcome. We will need to solicit help with this event.*

Agenda Item- Secretary Report

- 1) Kristen to update the board on her agenda for 2023 and how records will be kept.

Minutes:

- *Accurately documenting the minutes from the HOA board meetings and the Annual HOA Resident's Meeting. All motions passed in the meetings will be printed in **BOLD PRINT**.*
- *Action Item:*
 - *After preparing a draft of the minutes, the President will review the minutes and once reviewed, the Secretary will send to all members for their review. Once the minutes are approved by all members Joe will authorize that they be posted on the WWRA website.*
 - *WWRA Directory to be updated by Kristen. Rich has a mailing list of residents and Joe has a PVA list of members. These will be shared with the Secretary. The directory will be in the form of a booklet. Discussion was held about including the directory on the website. Renters cannot have access to the directory.*

Old Business-

Action Items

- 1) President Joe McLaughlin and Treasurer Rich Briar to be authorized to sign checks. All previous and other signers to be removed. ***This item Completed.***
- 2) Administrative Access to be given to the President for all internet websites and social media accounts without delay. ***This item has not been completed.***

Agenda Item Open Discussion First Review of Deed Restrictions and Bylaws Committee

recommendations- during the previous fiscal year, a committee of homeowners was formed and asked to provide their recommendations regarding our By Laws and Deed Restrictions. Those suggestions have been submitted for this board to consider.

At the November board meeting, members were provided handouts of those recommendations. Board members were asked to review and be prepared at our next meeting to discuss and offer feedback, suggestions, concerns, and possible ideas for next steps.

This will be our first discussion with all board members having had the opportunity for review these suggestions. An open discussion with feedback, general impressions, ideas, and suggestions for improvements is intended for this portion of our meeting. No motions will be considered during this first discussion. If this board decides to move forward with this project an action plan will be developed and presented by the President at the next board meeting.

Note: As President I am committed to providing every effort to fully inform and involve the entire community regarding this matter before any action is taken which would affect individual homes owners and their property deed.

Minutes:

- *The By-Laws revision committee represented a good cross-section of the entire neighborhood.*
- *Discussion points:*
 - *The possible conflict of interest by current board members voting on it who were also on the committee was addressed by Joe. He stated that it is the responsibility of this board, including all members, to consider the suggestions presented at the last meeting. This is our duty and if handled well this project could be successful.*
 - *Criticism – Joe commented that rules need to be fair, applied evenly so they can be enforced by the board (i.e. parking or fence installation), as well as legal and applicable.*
 - *The proposed deed restrictions do not mention solar panels because this will be out of our jurisdiction (similar to satellite dishes and FCC regulations).*
 - *Joe stated that the final version will need to be approved by our attorney of record.*
 - *Specifying building styles are difficult because materials may change over time.*
 - *The new Board of Directors does not have a specific role for the Grounds and Maintenance position.*
 - *Action Items:*
 - *Board members are asked to share any feedback regarding the proposed revisions with the President in the next 2 weeks.*
 - *Joe will meet with John Kolb to review the feedback from the board members.*
 - *The Annual Meeting will include a final presentation of the recommended changes to the By-Laws and Deed Restrictions followed by a vote to proceed. If this vote is approved, all homeowners will receive a written summary of the revisions, together with a ballot to vote on the changes.*

New Business- Open period for comments and new business to be discussed.

Minutes:

- No new business was discussed.

Secretary- to set next meeting date with agreement of board members.

- Next meeting will take place on May 17, 2023 7 pm at Joe's house.

Call for Motion to Adjourn

Motion to adjourn, seconded and all were in agreement.