

**Willow Wood HOA Board Agenda with Meeting Minutes  
September 13<sup>th</sup> 2023**

Agenda prepared by Joe McLaughlin  
2022-23 HOA President

Minutes Recorded by Kristen Kyriacou, Secretary

**President-** Call the meeting to order at and give opening remarks.  
Meeting commenced at 7:08 pm.

**Secretary-** Roll Call taken and recorded.  
Present: Rich, Steve, Eric, Kristen and Joe. Emily was absent.

Approval of Agenda; Motion made and seconded, passed unanimously.  
Approval of Last meeting minutes; any changes to be addressed.

- Previous meeting minutes approved with no changes needed.
- Motion made, seconded and passed unanimously to make minutes official and post to the website.

**Presentation of Reports**

- **Grounds and Maintenance report-** Steve Kenkel to give report on grounds and cover upcoming needs. Joe and Steve to cover Aphix Contract renewal and extension.  
Discussion- the need to budget for landscaping issues not covered by the Aphix Contract.
- Grounds and Maintenance Report presented by Steve Kenkel. (See attached)
- New 2-year contract with Aphix reviewed discussed.
- Joe purchased ten plants to replace some that failed due to winter freeze. He will donate his time to plant them at the appropriate time.

**Motions:**

Motion to Approve Aphix Contract was made, seconded and passed unanimously.

- **Treasurers' Report-** Rich Bryar to give his report on the current state of our financial status.  
Presentation of the proposed fiscal 2024 Annual Budget.  
Current revenue from dues will not meet expected 2024 expenses.  
Proposed increase in dues to be discussed.  
Use of Reserve Funds to be discussed.  
Open Discussion and input of board with a vote on approval to be taken.
- All dues from 2022 have been collected.
- We are projected to finish fiscal year 2023 with expenses less than revenues from dues.  
This is quite an accomplishment and is due in large part from securing a very favorable contract extension from Waste Management, from landscape budget funds available due to a

milder winter and summer storm season, and from the volunteer landscaping work by Joe and Steve regarding the summer flowers at our entrances.

***Current dues at \$460 will not meet expected expenditures.***

- Review of proposed 2024 Budget to be presented at the Annual Meeting-  
The proposed budget for 2024 will need to either include an allocation from reserve funds to meet the projected expenses for the upcoming year, or we will need to have an increase in dues to meet projected expenses.
- It was noted that dues have not increased in year since 2015, but now it is necessary to meet expected expenses.
- Discussion: Residents need to understand what the dues cover. A graphic has been shared with residents several times in dues notices and in previous newsletters to help show where HOA Dues money is spent.

The HOA dues are made up of approximately \$325 *plus* trash and yard waste collection for a total of currently \$460.00.

- The Waste Management contract, which was recently renewed and extended, is significantly less than the competitive market rates. Residents pay approximately \$12 per month, or, better stated, \$144 of the annual dues for trash and yard waste service. This should be compared to other vendors such as Rumpke who quoted our subdivision at a charge of \$60.00 per month which would be \$720 per year per resident.
- The board should be prepared regarding trash and yard waste. We should expect and plan for this service to increase. It is critical to keep up with the contract dates so as to not have unexpected increases.

**Discussion**

- Discussed creating a Capital Expense fund from existing reserve funds.
- Joe stressed that use of any capital funds for any project should be presented and voted on by the community only at the annual meeting. Current By-Laws would allow the board to use capital funds by only sending a notice to the community, however Joe stressed that this would not be a *best practice approach*.
- No Motion was made or voted on regarding these discussions.

**Motions:**

- Motion made and seconded to approve the proposed budget for 2024.  
Motion passed unanimously.

- **Web and Social Media-** Eric Pullen to give report covering internet websites and social media accounts.
  - Membership on the website has increased from 28 to 79 members, with 7 new members in the past 30 days. This is probably due to the ability to make on-line payments.
  - Facebook:
    - 195 current members
    - 3 questions to be approved as a resident of Willow Wood member:
      - What is your address?
      - Do you own or rent?
      - Will you abide by the group rules?
      - Soliciting posts are typically not approved by administrators (Joe and Eric)
      - Discussion was held about selling advertisements/sponsorship on our website. No motions and no action taken at this time.

- **Holiday and Social Events-** Emily Staggs to give report regarding any upcoming event plans. Note: Holiday lighting plans to be covered. Also, should we restart a Welcome to the Community program and what should be budgeted for this?

*No discussion of this agenda item, Emily was not in attendance at the meeting.*

- **Secretary Report-** Kristen to cover general property condition complaints and plans for Community.
  - Complaints were received from 2 homeowners regarding: items left outside at one home, and lack of safety consideration when children are loading or unloading from school buses.
  - Joe contacted the property owner with the items outside and this matter was resolved.
  - A letter will be sent by Joe to all residents on Club Oak Court regarding the school bus issue.
- **President to give report-**
  - Plans for upcoming Annual Meeting
  - Newsletter or postcard with Annual Meeting announcement.
  - Joe will prepare an announcement to be mailed regarding the Annual Meeting.  
All board members are asked to submit a brief recap of the year by Wednesday, 9/20/2023.

**Ballot for Voting discussed. Who is interested in continuing in the new fiscal year?**

- Rich will seek to continue to serve as treasurer. Eric is willing to continue to serve as Webmaster. Joe is considering continuing to serve as President. Steve will not continue serving on the board. Emily was not present to comment, and Kristen is moving out of state so the secretary position will be open.

- Linda Donovan, a long-time resident, has volunteered to run for the position of secretary and will assist Kristen in preparing for the annual meeting. Ballots will need to be prepared for all positions. Counting of votes is done by secretary with a volunteer from the available residents at the annual meeting.
- Nominations for board positions? Joe will encourage people to consider running for any position.

Action Item: Joe has requested a “*We want to hear from you*” button will be added on the website to gain more direct input from our community. This will also be promoted on our Facebook Page.

Discussion took place regarding adding our service contracts with Waste Management and Aphix to the website to enhance transparency.

- Some had reservations about sharing our business agreements with the public as this would negatively affect our ability to gain competitive service contract bids in the future.
- These categories are covered on the annual budget which is posted on the website.
- After this was fully discussed the item was tabled.
- Not sharing vendor contracts to preserve competition in vendor bidding will continue to be the boards standard.

Action Item: Quarterly budget updates will be added to the website in order to share ongoing and expenses data as compared to the approved budget. This will effectively make our administration of the funds completely transparent to the entire neighborhood.

#### **Old Business-**

- Open discussion regarding changes to the By-Laws and Deed Restrictions as were recommended by the By-Laws and Deed Restrictions Committee.
  - Board members submitted written comments to provide feedback and direction regarding the recommended changes to our current by-laws and deed restrictions.
  - Board Members reviewed all feedback and discussed.
  - An official reply to the By-Laws and Deed Restrictions Committee was reviewed.
  - Motion to accept the board’s official response made and seconded.
  - Motion passed unanimously. (See Attached)
- **Secretary-** to call for motion to Adjourn. **Meeting adjourned at 9:46 pm**

**Willow Wood Board of Directors Response to By-Laws and Deed Restrictions Committee.**

*This response is approved by unanimous vote of board members present at the September Board of Directors Meeting and is hereby incorporated with the official minutes to be recorded on the Willow Wood community website.*

***The Board of Directors summary comments recommendations regarding proposed changes to the By-Laws and Deed Restrictions.***

In November of 2022 the committee chairman for The By-Law and Deed Restrictions Committee presented recommendations to this board for changes to the rules and regulations for our community of Willow Wood. It is the boards' finding that the resulting documents, which were presented as complete and ready to send out to vote, should be reconsidered for revisions, feedback from the community, and improvements where needed before final version is circulated for a vote by the community.

The Board of Directors have completed the task of reviewing these documents and has provided meaningful feedback and a summary of the points of concern will be made available to the committee chairman. After which, and in order to give residents the chance to provide their own comments and suggestions, a revised version of the Recommended changes to the By-Laws and Deed Restrictions should be made available for review on our community website.

It is this board's opinion that broad input from the community is essential to this process. Therefore, it is our further recommendation that a thorough direct mail effort be undertaken to ensure that all residents are made aware of these recommendations and have the chance to participate and be heard as to their concerns and interests. After a reasonable period of time, the current board should consider all feedback and recommend incorporation as, and where appropriate.

***The effort to improve out By-Laws and Deed Restrictions needs to be conducted with complete transparency.***

It is this board's *strongest recommendation* that in no event should a Special Meeting take place regarding these matters. The entire process, including independent attorney review, mail out ballots, notifications, and any other items needed, are to be accounted for as a capital expense and included in a proposed annual budget. This will ensure residents have the chance to approve of this project by their vote at the annual residents meeting.

## Board Meeting Notes 9/13/23

Grounds + Maintenance  
Report - Steve Kenkel

Plant replacements required by winter weather damage at the main entrance were completed in June. These new plantings are doing well and should be more cold weather resistant.

Similarly, weather damaged plants at the electrical towers have also been replaced using plant maintenance funds supplied by LG&E as part of their tree cutting project. These new plants have required manual watering at all three towers during extended dry spells. Additionally it was determined that Aphix installed the wrong variety of hydrangeas at the Coolwood Tower and have offered to replace six plants at that location this fall.

Aphix also provided cleanup of the island planting area on Stodghill Pl. That maintenance work is not covered in our current Aphix contract but it will be included in future contracts. The tree that is the central feature at that location is nearly dead and needs replacement. That work should be included in the next annual budget.

The irrigation system at three locations, the bridge, the back entrance and the island on WillowStone Way, had leaks and spray nozzle failures that have been repaired or replaced. Additionally a portion of the underground sprinkler line on the east side of the entrance bridge was relocated in an attempt to minimize automobile and truck damage caused by vehicles that jump the curb as they enter our subdivision from west bound Shelbyville Rd.

The backflow preventers at all four irrigated locations were tested as required by law. All passed and the proper paperwork sent to the city.

Plants at several locations that were damaged over the winter that I'd hoped would recover, didn't. I'm making an inventory of these plants so that we can determine what replacements are needed. A preliminary count is that there are about 30 boxwoods and about 10 other species of smaller plants that are dead or in such decline that recovery is unlikely.

The current groundskeeping contract with Aphix expires on February 29, 2024. They have submitted a renewal proposal. We asked them to include some items that are not in the current contract that they have done in the past as "extras". By doing so, the "knowns" in the grounds portion of the HOA Budget should better reflect what it will actually cost to maintain the common areas of the neighborhood.

