

**Willow Wood HOA Board Meeting Minutes
May 23, 2023**

Minutes Prepared by Kristen Kyriacou
HOA Secretary

President- **Called the meeting to order.**
Meeting commenced at 7:26 pm

Secretary- **Roll Call taken and recorded**

Board members present:

- Joe McLaughlin, President
- Emily Staggs, Events
- Eric Pullen, Webmaster
- Kristen Kyriacou, Secretary

Board member absent:

- Rich Bryar, Treasurer - he submitted a report to be shared by the President prior to the meeting

Approval of Agenda - Motioned and seconded and included with these minutes.

Approval of Last meeting minutes - Motioned and seconded

Motion requested to make official and recorded on our community website – motioned and seconded

Old business to be addressed – follow up regarding deed restrictions and by-laws to be covered in the President's report.

Presentation of Reports-
President Report:

Community Communications

- Another newsletter will go out in the next several days. This one will include a budget pro forma to help better inform the community of how money is spent by identifying the categories of recurring expenses. All board members are to provide input regarding their departments for this newsletter.

Landscaping

- The overall condition of the landscaping is a serious concern, and this board is working to restore the high-quality look of our community. Steve Kenkel and Joe McLaughlin are working on this, and he will address this further in his following report.

Trash and Yard Waste

- After reviewing options, Joe has signed a contract extension with Waste Management. This renewal includes a nominal three percent increase and runs through October 31, 2024. This now matches up with our fiscal year which is critical when planning our annual budgets.
- Yard waste will continue to be collected twice a month.
- Going forward we intend to delineate the cost of the Trash collection as a specific line item on the annual dues invoices to better inform the community as to the actual makeup of the dues as per our current rules.

By-Law and Deed Restrictions update

- As follow up from our last meeting, Joe has met with resident and committee chair John Kolb regarding the Deed Restrictions and By-Law committees' recommendations and options for improvements. Suggestions for improvement and general feedback were/are expected.
- Board members are to review the recommendations (second request) and send their comments to Kristen as secretary to make part of the record. Comments to be shared with all board members.
- Our plan as a board continues to be to present a review of the overall recommendations for changes and discuss options for a path forward, if any, at our next annual meeting.
- Any revisions to the bylaws and deed restrictions will be fully presented to the community in a widespread campaign to ensure all residents have the chance to respond with their comments and/or concerns before any vote is taken.
- Funding for this matter will need to be included and approved as part of the next fiscal year budget.

Treasurers' Report Given by Joe in Rich's absence.

- **Current Overall Financial Health:** The state of finances for the Willow Wood Residents Association is strong with sufficient funds available to meet current needs and a healthy reserve of \$45,000.
 - Additionally, in November LG&E provided \$4,500 in contingency funds for ongoing maintenance for landscaping provided to mitigate the effects of clearing the right of way at the towers and under the power lines. Portions of these funds are being used to restore effects of the deep freeze event from earlier this year.
- **Expenses:** Active expense control is strong, and we are closely monitoring all costs. In spite of record cold temperatures and three major windstorms we are operating within the pro-forma budget and are likely to finish the year with total expenses very close to revenue from dues.
- **Homeowners Dues/Income:**
 - Two residences still have outstanding dues from 2023 for a total of \$920 past due, but we are confident we will collect these soon. However, if necessary, we will not hesitate to take further actions.

- We recently shifted banking funds to our checking account as it pays 3x the interest rate, generating more marginal income.
- Early projections for 2024 may require an increase in dues (first time in years).
- FY 2024 Dues: First notice to be mailed out this summer with invoices to follow in September and payment is due November 1st, 2023.
- **Online Banking Option:**
 - We are working with Republic Bank for online bill pay capability via a simple link to be available on our website for direct debit or credit card, or simply writing & mailing a check. This will be announced if/when we are able to provide this option.
- **Vendor Contracts and Ongoing Expenses:**
 - HOA President negotiated with Waste Management for reimbursement of some charges due to missed services over several months AND negotiated a new contract with a very favorable 3% increase in spite of major inflation pressures. Other vendors were significantly higher and would not recognize single payer advantages in terms of cost savings. We currently pay about \$12 per household per month versus upwards of \$50 per month from Rumpke.
 - Landscaping expected to increase due to high labor/fuel costs and maintenance of new plantings.
 - Vice President/Groundskeeping working to offset energy increases with some water and electric savings from conservation efforts and repairs/modifications to irrigation systems. Utility costs are expected to climb in upcoming months and we should consider this in future budgets.

VP Grounds and Maintenance report-

- We have had 2 major weather events since our last meeting – the cold weather snap which killed a number of plantings and the windstorm which also damaged a number of trees. A total of 4 trees were uprooted and needed to be removed at our expense. Several existing decorative plants and LG&E plantings were killed near the towers. Steve has been in contact with contractors to replace these plants.
- Joe Kaegin, a resident, was able to get a large amount of begonia plants for the front entrance at exceptional near wholesale prices for which we are exceedingly grateful. Joe and Steve are donating their time to plant these flowers in the next few days. This will allow a great cost savings and we hope this can continue in upcoming years.

Web and Social Media

- Eric reported that we currently have only 68 active members (just 2 more signed up since our last meeting).
- Communications were sent out to all residents to join the website through the President's newsletter, Facebook and information was provided at the Annual Meeting.
- The Facebook page does get more traffic however it is not a substitute for a website.

- The current website price is increasing from \$648/annually to \$810/annually with renewal date in 1/2024. We may need to investigate other sites.
- Joe questioned the cost of this website compared to the benefit. It was originally hoped that the website could be used for HOA fees and communication to neighbors.
- Our current domain name expires in March 2026.
- Emily felt it would be helpful to use for event planning, with RSVP's.
- In the next newsletter we need to emphasize that residents share current contact information.

Holiday and Social Events

- July 4th Event will be held on July 1 (Saturday). The board felt July 1st would be better attended.
- In 2022 we spent \$100 for a police officer to lead the parade. Food costs range from approximately \$300-892 depending on the number of people. Honey Hill farm is \$635 for the first hour (plus \$100 for each additional hour) for pony rides. Inflatable is \$250 for an 18 ft slide. Dairy Queen will donate ice cream treats, but they will need an approximate headcount. Kona Ice may also be invited and parents would pay on their own. A bike decorating contest was also suggested. Eric suggested having a Boy Scout recruitment trailer/tent at the event and the uniformed scouts can participate in the parade.
- Joe reported that ADT has indicated that they will sponsor the July 4th event for \$1000 and they will have a booth set up to provide information on home security systems. Confirmation is needed as soon as possible.
- Postcards are very successful to advertise this event. Emily suggested that a raffle be held to obtain people's contact information at the 4th of July event.

Secretary

- Discussion was held about how to obtain specific information from residents to publish in a new community directory.
- Kristen will send out an email to schedule the next board meeting.

New Business

- No new business was discussed
- Motions and votes taken on Agenda, official minutes, start and end of meeting with no other motions or votes.

Call for Motion to Adjourn

- Meeting adjourned at 8:39 pm