

Willow Wood HOA Board Meeting Agenda November 2, 2022

Prepared by Joe McLaughlin
2022-23 HOA President

President- to call the meeting to order, welcome new members, and give opening remarks.

Secretary- Roll Call taken and recorded
Approval of Agenda; Motion requested to accept.
Approval of Last meeting minutes; Any changes to addressed.
Motion requested to make official.

Presentation of Reports

1. **Guest Presenter John Kolb** to give a report summarizing the recommendations of the Deed Restrictions and Bylaws committee. This is an initial overview; guest presenter will not remain for entire meeting.

2. **Grounds and Maintenance report-** Will Barry to update the board regarding current agendas, grounds and maintenance issues, and the LG&E funded landscaping project for common areas to mitigate effects of defoliation within, and around their easement which runs along and under the high-tension electrical wires and around the related utility towers. This is a major project with a pressing and immediate timeline.

Will has submitted an official letter to resign as of November 30, 2022.

Transition to new members Steve and Pat Krenkel to be over the next few weeks.

Note: VP of Grounds position(s) to have a total of one vote on board motions.

3. **Treasurers' Report-** Rich Briar to give his report and update regarding his transition into this position. Note: a year-end financial report is needed to formulate the budget for this new fiscal year. A new budget is to be completed as soon as possible with a target date of no later the November 30th.

Action Item- President Joe McLaughlin and Treasurer Rich Briar to be authorized to sign checks. All previous and other signers to be removed. Appointment is to set to visit Republic Bank at the earliest possible date to complete authorizations.

4. **Web and Social Media-** Eric Pullen to give report covering intended plans and recommendations regarding the direction of our online presence. Administrative Access for all internet websites and social media accounts to be given to the President without delay.

5. **Holiday and Social Events-** Emily Staggs to give report regarding plans for the upcoming year. Note: Holiday lighting plans to be covered.

6. **Secretary Report-** Kristen to cover general property condition complaints and plans for Community New Letters.

7. **Old Business-** As this a first meeting of this new board and the first meeting of the new fiscal year motion requested to move that all business be considered new as discussed as such.

8. **New Business-** Open period for comments and new business to be discussed.
Review of Deed Restrictions and Bylaws Committee recommendations- as this will be a first review, this will be discussion only with motions and/or next actions to be covered at our next board meeting.

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

1. **Call for Motion to Adjourn**

Willow Wood HOA Board Meeting Minutes

November 2, 2022

Prepared by Kristen Kyriacou

2022-23 HOA Secretary

1. President

- a. The meeting was called to order at 7:06 pm. New members were welcomed, and Joe gave opening remarks.

2. Secretary

- a. Roll Call taken and recorded.
 - i. Board Members present: Joe McLaughlin, Rich Bryar, Emily Staggs, Will Barry, Eric Pullen, Kristen Kyriacou, and Steve Kenkel.
- b. Approval of Agenda: Motion requested to accept agenda made by Steve, seconded by Rich; motion carried

3. Presentation of Reports

- a. **Guest Presenter, John Kolb** gave a report summarizing the recommendations of the Deed Restrictions and Bylaws committee.
 - i. These revisions will be reviewed by the board members, and then would need to be approved by the neighborhood.
 - ii. Paper copies of the revisions were distributed to those board members who have not seen them. Joe received a copy of the revisions yesterday.
 - iii. John and the committee are thanked for the extensive time and effort that went into this project.
 - iv. John left the meeting after his presentation at 7:16.

4. Grounds and Maintenance report-

The board received an update by Will Barry regarding grounds and maintenance, including the LG&E funded landscaping project for common areas to mitigate effects of defoliation within and around their easement which runs along and under the high-tension electrical wires and around the related utility towers. This is a major project with a pressing and immediate timeline.

a. LG & E Project

- i. LG & E will fund a plan for replanting on Coolwood Road, on Willow Stone at Club Oak, and on Brook Stone Court.
 1. The area at Brook Stone bordering on the end of the subdivision will be cleared of minor debris and new plants will be put in by Lawnco of Louisville.
 2. It was decided not to plant last spring, and then it was too hot in the summer. Lawnco advised that they will plant in the fall. They have promised to reseed and do plantings at impacted homes, but have not followed through on this in every instance. LG & E is working on mitigating individual homeowners, as well as with the HOA board for the common areas that have been impacted.
 3. LG & E has discussed providing \$4500 for continued watering and maintenance of new plants.
 4. Joe clarified that we only have until 12/31/2022 (end of the fiscal year) before the LG & E project concludes. This date was not shared with us until recently, however the board has known of this

opportunity for LG & E funding regarding landscaping since November 2021.

5. Joe will communicate with LG & E to expedite this process.
 6. Will is working on getting a pricing list from Lawnco for different types of vegetation that can be planted in the affected areas which will be paid for directly by LG & E.
- b. Aphix – we signed a 2 year contract in the spring of 2022 for landscaping and snow removal/salting of roads.
- i. Maintenance Contract (mowing) – Aphix contract says that prices cannot be increased by more than 3%. They tried to increase our rates but didn't realize we have a 2 year contract. Aphix has the option to cancel our contract at any time with a 60-day notice if they feel it is not profitable. We also can cancel with a 60-day notice.
 - ii. Snow and Ice contract will continue at the current rate for the winter season. This covers time and materials (salt).
 - iii. Due to the savings efforts we are able to put budgeted money into planting flowers at the subdivision entrance immediately. The fixed contract did not include this. Will is currently getting estimates for spring and summer flower plantings.
 - iv. The board discussed ways to reduce the amount of mulch needed around the large tree by adding ground cover or sod in some areas to save costs.
- c. Other maintenance issues:
- i. A homeowner requested to remove a tree on their property on Willow Stone Way at home owner's expense.
 - ii. Another homeowner contacted the board regarding a dead tree on Pencross that needs to be removed at homeowner's expense.
 1. Motion made to approve both of these tree removals. Motion passed.
 - iii. The island on Stodghill Place has never been maintained by the HOA. A resident has been maintaining the island, and it currently needs attention. Will is going to look into the cost of maintaining this island and possibly removing a tree.
 - iv. Banners at back entrance – these are being dry cleaned and re-stitched and will need to be rehung.
 1. It was suggested that we look into screen printed nylon flags to replace them at a much lower cost.
 - v. Sign at back entrance needs to be repainted, and the Deed Restricted part is falling off.
 1. Will had several black lamp posts repainted, and will continue to finish the remaining ones.
 - vi. Waste Management
 1. Yard waste has not been picked up for the past 2 weeks. Will has called them several times, and they do not have drivers. They stated that they will not be picking up the yard waste until next week (11/7-11/202).
 2. Will demanded a refund on our account.

3. Homeowners cannot call without a customer ID number.
 4. Will has requested a copy of our contract, and would like to explore other providers.
 5. A suggestion was made to partner with a neighboring subdivision (i.e. Foxgate or Owl Creek) for trash and yard waste removal.
- d. Will has submitted an official letter to resign as of November 30, 2022. His service to the board has been greatly appreciated. Motion made to accept his resignation letter. Motion passed.
 - e. Steve Kenkel will take over his position as AP of Grounds and Maintenance.
5. **Treasurer's Report**
- a. Rich Bryar has been in communication with the previous treasurer to transition all information.
 - b. He intends to create a cash flow projection. Joe directed that the budget show an overall summary for each category as we have used in the annual meetings.
 - c. Check writing – 2 signatures will be needed on checks. All previous and other signers to be removed.
 - i. Rich Bryar and Joe McLaughlin will have signing rights.
 - ii. Rich and Joe will go to Republic Bank on Wednesday, 11/9 at 10 am.
 - d. A year-end report is needed to help formulate the budget for this new fiscal year.
 - i. The new budget to be completed as soon as possible with a target date of no later the November 30th.
6. **Web and Social Media-** Eric Pullen gave report covering intended and/or recommendations regarding the direction of our online presence.
- a. Eric as served as the HOA webmaster from for several years in the past. At that time there was no web presence or communication for our subdivision. He built the previous website. He would like to increase transparency and communications with all neighbors.
 - i. He would like to send out monthly messages to all neighbors, and is hoping to build a text messaging system to inform people in a timely manner for issues such as snow removal, trash removal, etc. There is a cost involved in using text messaging. He is exploring a per-rate cost for text messaging.
 - ii. In 2009 he had 186 email addresses. He will review these contacts to see if they are still valid.
 - b. Eric is scheduled to meet with Brandon on Friday, 11/3/2022 to gain access to the current Wild Apricot website with Joe and Eric having administrator access.
 - i. Eric will change the domain name back to Willow-Wood on the Wild Apricot website to make it easy to find by doing an internet search.
 - ii. It was suggested that there be multiple administrators on this website and also Facebook. Joe is to have administrator rights without delay.
 - iii. Group Me was suggested as a good option for HOA board members to communicate with each other. There is a calendar on this platform.
 1. Eric will look into setting this up for board members to use.
 - c. Eric will share specific options for WWRA websites when he has more information along with costs involved.
 - d. Communication with residents:

- i. Joe commented that signage is very effective and not expensive and will promote traffic through the website.
 - ii. We have used Omnigraphics, to support local business, for signage and the community directory.
 - iii. Postcards and newsletters are another suggestion for communicating.
 - iv. It was suggested that for those homeowners who would like to have a printed version of the information posted on the domain, we could ask them to pay a nominal fee. Eric suggested putting a poll on the website to see what people would prefer.
- 7. **Holiday and Social Events-** Emily gave a report regarding plans for the upcoming year.
 - a. Last year the budget was very tight which made it difficult to host events.
 - i. Turnout was not always good, but it may have been due to people not being aware of events.
 - ii. Food trucks were not well attended, and they often charge a minimum. They may not be used in the future due to costs.
 - iii. She commented that she would like access to Facebook so she can post information about events.
 - b. Santa Claus event will be repeated.
 - i. The location was good, but there was no electricity so a neighbor offered to provide the electricity from their home. Rich has a generator that is quiet and offered it to be used for this event.
 - ii. Will Barry offered to provide hot chocolate.
 - c. Foxgate residents have come to some of our events because they don't have a common area.
 - i. Joe will reach out to their HOA president to build a relationship.
 - d. The focus will be on a few quality events, instead of quantity events.
 - e. Sponsorships and vendors may be very interested in promoting their products/businesses.
 - f. Holiday decorations/lighting – Country Squire has done this in the past, and they have our lights in their storage. They need to be contacted by phone to put up the lights immediately after Thanksgiving.
 - i. Steve volunteered to call Country Squire.
- 8. **Secretary Report-**
 - a. General property condition complaints
 - i. The board will develop a system to address these issues.
 - b. Community Newsletter:
 - i. Secretary will do newsletter and board will approve the contents.
 - ii. All board members will add input if relevant from their departments.
 - iii. The information will then be posted on the website.
 - iv. The newsletter could be our first impression presented to the community and it needs to have information on how to contact all HOA board members regarding their departments, or the President for any concerns.
- 9. **Old Business-**
 - a. As this a first meeting of this new board and the first meeting of the new fiscal year motion requested to move that no old business to discuss.
- 10. **New Business-**

- a. Rich Bryar asked why we are not covered by Middletown Police Department when we pay Middletown taxes. This is concerning with the number of break-ins in our neighborhood, and the Middletown Police Department won't patrol our neighborhood.
 - i. Joe will reach out to the Middletown Police Department regarding this issue.
- b. Deed Restrictions and Bylaws Committee recommendations. In August 2022, the Board of Directions of the Willow Wood Residents' Association formed a committee to review and propose changes to the Bylaws and Declarations of Restrictions of the homeowners' association (HOA).
 - i. These recommendations were presented to all board members present.
 - ii. Discussion was held about the need for current board members to have a chance to review the proposed changes, as they just received the documents during this meeting.
 - iii. At a future board meeting, feedback with comments will be shared, and possible next steps will be discussed.
 - iv. Joe said the HOA attorney of record will have to review the recommendations at the appropriate time.
 - v. Joe emphasized that substantial communication to all residents will need to be done in multiple formats to ensure every effort is made to inform all residents and gain consent before any changes are made to homeowners property deed.

11. **Next Meeting Date:** Wednesday January 18, 2023 at 7 pm at Joe's house

12. **Call for Motion to Adjourn** - Meeting adjourned at 9:44 pm

Minutes respectfully submitted by Kristen Kyriacou on 11/9/2022