

BoD Meeting 4/2

2 APRIL 2019 / 6:30 PM / 17013 MAPLERIDGE DR (REMOTE)

ATTENDEES

Robert Jansen, Rodney Parsons, Steven Post, Hannah Smalarz

AGENDA

Last Meeting Follow-up

I. President's Update

A. East entry signage & landscaping

Steve Post (SP) is working with Ellerbroek Landscaping on a refined design for the east entrance. Signage and landscaping to be located on the west side of the road and will not interfere with Lot #1. The design should remain easily maintainable by the neighborhood and not need the support of irrigation. The target budget is \$1,000 to \$2,000.

B. Greenspace restoration

Review the condition of greenspace after construction to see what is recommended, and if needed engage the lot builder to restore greenspace. The following areas need to be reviewed:

Lots 57 & 58: by the elephant tree, builder Eagle Creek

Lots 14 & 15: green space is mostly undamaged, builder Eagle Creek

Lot 41: new home is to be added soon

Lot 5: site has been staked out, and is scheduled to be cleared in early May. The owner is finalizing construction plans, but the house plan needs approval before trees are to be cut.

C. Republic Services agreement

SP to submit a signed copy of the Republic Waste Agreement from LWOA, which will lock in rates for 3 years.

D. Status of lots 80/81 construction

The following is a timeline of activity on Lots 80/81:

- NOV 2017: the township first issued a permit to build
- End of 2017: foundation was poured
- Lot owner John experienced building delays, and a change in builders.
- July 2019: Last township interior inspection. It was reported that the interior was studs and framing with an unfinished exterior.
- Sept. 2019: Last exterior township inspection performed on the deck.

Due to the appearance of the lots, neighbors have complained and the board has started taking action to find out the project completion date, as well as to address the exterior of the property. SP contacted Livingston Homes to remove the porta potty, which they did a few days later. SP also attempted multiple times in Feb. 2020 to reach home owner John regarding home completion date, and exterior cleanup. He was not reached successfully.

Currently no specifics are known on the construction timeline, but some contractors seem to have been called in. Two containers from Republic will be effective June 1, 2020. Which would constitute as a move-in date. The township cannot legally do anything to move along the construction timeline.

Board agreed that the following should happen: Lot owner should be given a list of the following items that need to be completed by June 1: removal of police tape, no trespassing signs, logs framing property and stakes. Some landscaping should be in by the end of summer. Failure to comply with these action items will result in penalties of noncompliance, which are outlined in the LWOA bylaws.

II. Treasurer's Update

A. Financial update on dues billing

Dues are up to date. All have paid. There is \$5,500 in cash and not many expenses. The 2020 budget should break even, and by the end of the year there should be an approx. remainder of \$2,400 in cash reserves.

B. Update on Republic services billing and 7 special cases

We currently have 71 lots taking part in the Republic service agreement.

All have paid the LWOA, and the LWOA has paid Republic.

III. Secretary's Update

A. Announcement of Annual Member Meeting

Annual meeting materials are in the works for 2020.

New Business

1. Record the election of Secretary of the Board

Hannah Smalarz was elected to the board as Secretary with a unanimous vote affirmative on Feb 13th. Summer resigned from the office of Secretary Nov. 29, 2019.

2. SP to provide update on lot 64 approval of tree clearing, color

The buyer for Lot 64 asked that two primary trees be removed, for the safety to the house. An arborist was called in to access the trees and deemed them to be compromised. The Review Committee took a vote which concluded that the trees can be cut down. The vote was three to one. Due to the outcome of this vote, Alex has resigned from the Review Committee.

There was also an oversight on the home color in lot 64. The exterior home colors were never submitted to the Review Committee, and they closely match the neighbors home color. The builder has been contacted to see if they will change the home color and the buyer seems open to talk about this change. Due to this oversight on the Review Committee and the builder, the Review Committee has instated specific actions on the approval form with regard to exterior color.

3. Resignation and seating of members of the Architectural Review Committee

Two seats were open when Alex and Summer resigned. These spots have now been filled by David Balsam and Eric Snyder.

4. Recycling moratorium and communication

Brenda from Republic Services has confirmed that recycling is to continue during the Covid-19 event. A misleading Facebook post regarding this was taken down by SP, and has since been clarified with a new Facebook post.

5. New path through greenspace between lots 25 & 26

With the purchase of Lot 26, a new path in the greenspace needs to be cut

between the lot lines of 25 & 26. Lot 25 is amenable to have a new path cut closer to their lot line. The new path would not require any trees to be cut down and would go around the east side of the oak tree. Eric Snyder has volunteered to help redefine the space. This task could be part of a neighborhood spring cleanup effort.

Also discussed was the fallen trees on Pierce. HOA would like to extend spring planting day to include clean up of this area as well. If this is not taken care of by my neighbors, there is \$400 set aside in the budget for tree chipping. This money is included in the budget section "Cost Maintenance for Common areas". If the \$400 is not used for the arborist to chip the trees, funds can be reallocated to replace some of the arborvitae on the east entrance.

6. Discuss communication methods (email, website, Facebook, postal mail)
Discussed current methods and options for communication including emailing groups through the website toolbox. The HOA wants to be mindful of keeping practices in place that do not require specific skill sets.
7. Discuss COVID-19 preparations for 2020 Annual Meeting (notices, digital proxies, remote meeting services, other ramifications)
The primary Annual meeting notice will go out via email. The email will include PDF links to the proxy and agenda. The email will give instructions on returning the proxy.

It was decided that none of the PDFs will need password protection. The documents will also be links on the related website post. Section 10 Article 3 states that it is OK for the HOA to email the Annual Meeting notice, versus printing it out and sending it in the mail.

It was also decided that the annual meeting will be postponed until June 25th, and the HOA has the right to suspend to a future date if needed due to COVID-19. Article 3 Section 5 give the HOA the freedom to create a "special meeting" to conduct annual business. The HOA would like to if possible have the meeting in person versus remotely.

8. The President, Treasurer and Secretary position will open this year, and end May 31, 2020. All current members of the board will stand for reelection.

9. Neighborhood picnic will be announced at the annual meeting, and is scheduled to be held on August 30.
10. The Amendment was drafted and put in the bylaws.

ACTION ITEMS

1. SP Follow up with Eagle Creek on Lot 5 home plan. The plan needs to be submitted for approval prior to land clearing.
2. SP to get the signed agreement over to Brenda.
3. If SP does not hear from the lot owner by Saturday (4/4), an official notice will be sent by mail outlining the above.
4. SP to provide township a letter giving HOA permission to remove the two trees.
5. SP to talk with Lot 25 and identify a good path through the green space.
6. SP or HS to create a social media post for neighbors to help themselves to firewood from this area.
7. SP research a workable solution in the event the annual meeting needs to take place remotely.
8. SP or HS secure Harbor Light Baptist Church for June 25, and cancel the meeting date in May.
9. SP contact Dean Riser and ask for invoice.
10. SP or HS create a website post: Spring Reminders PSA.