

2018Q3 Willow Brook Crossing Homeowners association meeting

Thursday, 19 July 2018 – 6:30 – 8:00pm at Eastpointe Christian Church, classroom 109, 745 N Waggoner Rd, Blacklick, OH 43004

Attendees: Gordon Breault, HOA President, Jake Epling, volunteer administrative support, 15 homeowners representing 10 HOA residences.

Gordon opened the meeting with an introduction of himself, the current state of the HOA, which included explanations of the current issues with the delay of common charges billing to homeowners; the status of the treasury; the status of landscaping/pond issues and maintenance; the resignation and vacancies of the HOA board Treasurer and Secretary, as well as his own announced resignation as HOA board President. Gordon thanked all previous board members and volunteers for their service and commitment to Willow Brook Crossing.

The floor was then opened to discussion of current issues and other resident concerns.

Q: The amount of time board member typically spend executing HOA duties.

A: Gordon Breault shared that because of his personal obligations that he had only been able to devoted 4-10 hours per month attending to the HOA responsibilities. If the HOA is fully staffed of all 4 current positions (President, Vice President, Treasurer, Secretary), with equal and shared responsibilities, the amount of time could be approximately 10-20 hours per month, per board member, and less with the support of other residents acting as committee members taking responsibility of specific areas of concern. Those committees would still be subordinate to the board for review and approval of their respective activities. The alternative to an independent and privately held HOA board would be to consider the hire and oversight of an outside management company.

Q: The frequency of Board meetings.

A: currently the HOA board has scheduled 4 quarterly meetings per year, open to all HOA Homeowners and residents. The board can hold supplemental unscheduled private meetings to discuss and resolve HOA operational issues. Issues and concerns that require a change or amendment to the Rules and Regulations or Bylaws, must be presented at a meeting to all HOA homeowners and motioned as a voting item by HOA residents, with a one vote per household (lot) rule. Rental residents are not permitted to cast a vote.

Q: The concern of residents and their guests driving vehicles, on neighborhood streets, well above posted speed limits (vehicular speeding).

A: A resident attending the meeting has repeatedly contacted the Franklin County sheriff's office concerning the vehicular speeding issue in the neighborhood, including giving information of vehicle make and model, license plate information. The result had been the installation of a flashing "Your Speed Is" sign to alert drivers, as well as, more attentive patrols by the sheriff's department when possible. Further discussion was held concerning the hiring of a private security patrol, and/or contracting Jefferson Township Public works to install speed bumps at an estimated cost \$7000.00 each or significantly more. Further investigation and discussion would be required. **It is the responsibility of ALL residents and guests to be aware of and comply with all neighborhood driving speed restrictions, and to be aware that pedestrians (including walker/runners, walkers with leashed pets, elderly residents and children) have the primary right of way.**

Q: The number of Willow Brook Crossing homes (lots) that are currently used as rental units.

A: We are aware that a significant number of the 294 homes in Willow Brook are corporate owned rental units as well as privately owned units being privately rented. The board needs to investigate and identify the exact number, location and current Title/Deed holder of these units and the percentage of the total neighborhood they represent. Most of this information can be obtained through County records. Further discussion was held concerning amending the Bylaws to cap the number of available rental units with the goal of reducing that number through attrition of ownership. It was suggested that a Bylaws committee be empaneled to consider remedies and draft bylaw amendment proposals, to regulate rental units in the neighborhood. It was agreed, per current bylaw, that any amendments to the bylaws would require public presentation and a majority vote of Willow Brook Homeowners.

Q: The annual dues of HOA commons charges and delay of financial statement issuance.

A: It was acknowledged by the current board members and support volunteers that this year's institution of QuickBooks was difficult and has issues that need to be addressed. The board acknowledged the shortcomings of this year's dues statements to all homeowners. That in most individual cases the current statement year is incorrect and should reflect the 2018 fiscal year. In some cases, some of the more egregious errors will need to be reviewed and corrected as necessary. The current lack of a dedicated HOA Treasurer is not being used as an excuse for these errors, but is contributory to the delays of issuance. It is recognized that this is a critical position to be maintained, and a couple of residents had expressed interest in assisting a new Treasurer with these responsibilities as well as a possible reference to a licensed CPA. This led to a discussion of the current state of the HOA treasury, which is sound. The Board acknowledges that a complete audit and review of the HOA finances needs to be executed so that accurate financial and dues statements can be published going forward.

Q: The violations of property maintenance as specified in the Bylaws and the Rule and Regulations.

A: A number of homeowner property maintenance issues have been noted to include: The proper enclosure and storage of Waste Management collection bins; mold/algae appearance on home siding; lawn mowing; excessive lawn and garden weeds; landscape maintenance; vegetation growth from the exterior home siding; excessive loose trash on homeowner property; fence maintenance; et cetera. **These issues greatly contribute to the decline of individual property values as well as a negative appearance and the decline of the entire community.** These issues were previously addressed by the Board Secretary and the Architectural Review committee, who would assess each issue and notify homeowners with letter of infraction, request for remediation and assess fines of individual homeowners. One homeowner in attendance expressed interest in the Secretary position, while another expressed interest in contributing their expertise in communications and social media. 3 other residents expressed interest in work on the Architectural committee.

Q: The maintenance of common areas, including ponds and structures.

A: The board currently has a contracted landscape company for the mowing and maintenance of common area property. The pond fountains are maintained by an individual handyman and the pond waters are maintained by a separate pond contractor. The Board acknowledges that the lawns and landscapes (front entrance gate, trees on common property and garden plantings) have not received the proper attention this year as compared to past years. The board also acknowledges that the front gate garden landscaping is in dire need of rework (this includes irrigation and lighting systems). A rework plan

for those areas has been proposed by the current landscaping contractor and has been in review, and the board is not totally satisfied with the proposal and would like to pursue other bids for this work. The board also acknowledges that pond fountains maintenance has had its share of issues as well (including late startup, recovery and failing operation). Other issues, as raised by a number of attendees, is overfill, drainage and debris issues with the back (far western) pond. There are proposed solutions for a permanent storm drain grate and the consideration of re-engineering of the spillway to properly drain the pond that the board is currently investigating.

Q: the current and future states of Board communications with the residents.

A: As many of you are aware, the Board instituted a new Facebook Page for the HOA that replaces the previous Facebook page, supplements the current HOA website (Wordpress) and our NextDoor presence. The issue was raised that not everyone is comfortable or is able to engage exclusively using Facebook. We recognize the limitation and shortcoming with this method and will look to employ the more reliable method of mass mailings via the USPS to ensure our reach to the entire HOA. The board recognizes that mass mail communications will incur an increase of expense.

At the end of open discussion of homeowner issues presented from the floor. We proceeded to the fulfillment of open and vacated Board positions.

In accordance with the bylaws, a motion was made from the floor to have the Board members present appoint parties to fill the open board positions of President and Treasurer. The motion was seconded by the current resigning president (Gordon Breault). A hand vote was held among the attending residents and motion was granted to proceed with appointment of interim Board members to serve for the remainder of the fiscal year until new elections could be held, as required, at the 2019Q1 March HOA meeting.

A floor nomination for president was then made to appoint Richard A. Selleck (a Willow Brook Crossing homeowner of record). The current resigning president (Gordon Breault) approved the appointment, and after a self-introduction by the appointee, consensus was granted by the attendees.

A floor nomination for Treasurer was then made to appoint Kevin Molinaro (a Willow Brook Crossing homeowner of record). The current resigning president (Gordon Breault) approved the appointment, and after an introduction of the appointee by the nominator, consensus was granted by the attendees.

Richard A. Selleck and Kevin Molinaro will assume fiduciary responsibility for the HOA, which will be transferred to them from both Gordon Breault and Kurt Barnhart.

Position of Secretary was left open for now pending the determination of the interested resident.

The position of Vice President will remain with the current office holder, Kurt Barnhart.

Jake Epling, and Gordon Breault will remain as volunteer support to assist with transition of responsibility.

At 8:00pm the 2018Q3 meeting ended.

Current and former board members have approved the meeting minutes on Tuesday, 24 July 2018