

2019Q1 Willow Brook Crossing Homeowners' Association Board Meeting

- Held at Eastpointe Christian Church, Room 109, 745 N. Waggoner Rd., Blacklick, OH 43004
- The Meeting was called to order at 7:06 pm, April 30th, 2019.
- Board members in attendance (2): Richard Selleck (President) & Kevin Molinaro (Treasurer)
- Other: Rose Roman (Acting Secretary), 2 of the 3 Architectural Committee members
- Total attendance of 11 residents representing 9 of 249 Lots (3.61%)

I. Board Membership

- A. The 7 of 249 (2.8%) Proxy voting forms, received by USPS mail, were provided to the acting secretary by Richard Selleck for proxy vote count and recording.
- B. Proxy vote forms were sent to all 249 Lot Owners in anticipation of the April 30th, 2019 election of officers for a one-year term.
- C. The Vice President, Kurt Barnhart, resigned as of January 1, 2019. The Vice President is now an open board position.
- D. Vote on Board membership took place at the end of the meeting.

II. HOA Dues

- A. The invoicing process has been straightened out.
 - 1 By laws require that billing be sent at the first of each year. Consequently, in 2018 corrected invoicing was sent in August and then again in January of 2019.
 - 2 We are still working on Lot owner information,
 - a An Owner Information Form is available on our website to update billing addresses, email address and phone numbers.
 - i Email address can be used send out HOA dues invoices as well as "flash" communications.
- B. We have 85% payment compliance for 2018 and 72% for 2019 so far.
 - 1 We have instituted monthly billing with a 1% per month penalty for late payments.

III. Resident Communications

- A. Our website has been, and continues to be updated with current information, updated forms and news.
- B. Our Facebook page is a registered neighborhood page along with a private discussion group.
 - 1 This used to be an individual personal Facebook page.
- C. We have improved email and USPS mail communications and are responding to requests for:
 - 1 HOA Dues issues, including requests for payment plans, outstanding balance details, etc.
 - 2 Exterior improvement applications.
 - 3 Title Company requests for Property Transfer information.
 - 4 Vendor communication, General information and requests.

IV. Landscaping

- A. We have renewed the landscaping contract through December of 2020. The current vendor is a neighborhood resident who has provided landscaping for the last 5 to 6 years. Depending upon performance this season, the HOA leadership may seek alternative contracts for the 2021 season.
 - 1 The process to obtain bids will need to start in the fall of 2019.
- B. Fertilization and initial mowing has been completed with the neighborhood being green and weed free.
- C. Areas of concern remaining include the front gate, gazebo and West pond areas.
- D. Black Knot trees have been removed, the stumps left still need to be ground out and will need replacement trees in the fall.
 - 1 Tom (the landscaper) will be put on notice regarding current concerns.

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- E. Pond work has been outsourced to our vendor AquaDOC for both the 2018 and 2019 seasons, resulting in:
 - 1 3 new fountains, 2 installed, 1 awaiting installation dependent on electrical work.
 - 2 Full warrantied maintenance, winterization storage with testing and repair.
 - 3 Better pond water maintenance.
- F. The neighborhood has been selected by Jefferson Township / Franklin County Conservation District for a grant for plantings and landscaping along a portion of the brook. The application has been submitted and is being considered. The grant is for \$10,000 to \$15,000 with a matching \$10,000 from the township. The county will provide some labor and our landscaper is also will to provide some labor. We may ask for volunteers as well. Grant awards are a slow process any updates on this will be communicated.
- G. Discussions ensued regarding:
 - 1 The issues and needs of the west pond common area.
 - 2 The issues with installing the newly purchased North pond fountain.
 - a We are working to find an electrical contractor for the pond fountain as well as properly repair and update the north pond area breaker box, which controls the front gate lighting and irrigation systems.
 - i We have found a reputable electrical contractor to address this and we are awaiting their proposal.
 - 3 The gazebo in the north pond common area.
 - a The Board is considering a plan to remove the structure and rework the landscape for that area.
 - b The lighting is now disconnected since it was tripping the circuit breakers.
 - c The gazebo was never properly anchored into the ground.
 - i 2 of the support posts have been detached, making the structure unsafe.
 - d There has been some reported/observed vandalism:
 - i Remains of a pit fire were found.
 - ii Evidence of Illicit drug and alcohol use.
 - iii A pond carp was left to decay.
 - 4 There has been interest for a garden party or a volunteer day to help beautify the community.

V. Financials – Presented by Treasurer

- A. There are 249 homes in the community. If we had 100% payment response, we would collect \$59,760 annually. In 2018, we had \$55,763.47 in income with \$1,700 of that coming from property transfer fees, overdue HOA Dues and bank interest income.
- B. In 2018, the most significant expense were
 - 1 Landscaping at \$22,000.
 - 2 The investment in the pond upgrades was \$12,000.
 - 3 We had routine maintenance of the pet waste stations and fencing for \$2,400.
 - 4 Utilities including water and electric were \$1,500.
 - 5 Insurance is \$1,800 yearly.
 - 6 Overall expenses totaled \$41,255.55
 - 7 The account balance at year end was just over \$55,000.
- C. Thru March 31, 2019, \$46,000 has been collected.
 - 1 28% of owners are overdue on their HOA fees.
 - 2 40 are past due for just the current year.

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- 3 29 owe for multiple years (\$1,100 owed on average). 9 of these 29 are on payment plans. We are encouraging these residents to become current by the end of the year.
- D. Collections efforts have proven successful. We have collected some very overdue amounts, from both invoicing efforts and property transfers. As of the end of 2019Q1 on 31 March, we had well over \$90,000 between checking and money market accounts. The front entrance, tree replacement and electrical projects will eat into these balances.
- E. Rental companies are good about paying dues. We have extensively investigated and updated contact info with them.
- F. There are 7 title liens on properties that were filed in 2017 and are good until 2022. We need to update the amounts.
 - 1 We are considering an additional 17 liens for HOA dues in arrears, 8 owe \$1,000 or more in arrears and 10 owe less than \$1,000 but are 2 years behind.
- G. There were 8 property transfers in 2018 and 9 so far in 2019, providing for collection of any outstanding HOA Dues as well as an additional \$1700 of revenue from transfer fees.
- H. After research, it was determined that the HOA needs to annually file IRS Tax form 1120H. As long as revenue are annual dues and expenses are up keep, we maintain a tax-exempt status. The form has been filed for 2018.
- I. We are looking into instituting electronic payment options on our website, with our bank, Huntington. All HOA dues and other fee using this service would be directly deposited in the HOA bank accounts.
 - 1 Monthly service maintenance recurring fee of approximately \$30.00/mo.
 - 2 Per transaction fee of approximately \$1.25 per use.
 - 3 We would add a fee surcharge to the HOA dues remittance through this service of approximately \$2.25.
- J. The treasurer invited residents to view the financials and bank statements during the meeting. 2019Q1 financial reports will be posted to our website.

VI. Community Maintenance / Other

- A. There is an issue of curb trees hurting the sidewalks. Jefferson Township is responsible for the sidewalks to a point, but the grass and trees are the homeowner's responsibility. We will get further clarification from the Jefferson Township service department.
- B. The subdivision could use a repaving or resurfacing. We will add this to the list to discuss with the service department.
- C. Complaints from the residents in attendance were voiced regarding obstacles in driveways, trailers, construction containers, etc. Please send the Board the addresses for township enforcement where applicable.
 - 1 There is a HOA Covenants Violations Form on our website for you to download, complete and submit to the HOA board to fully document your concerns for action.
 - 2 Tall grass/weeds, Outside storage of trash/debris, Illegal use in zoning district, Illegal signage, Building without permit, Home occupation without permit, Encroachment, Inoperable vehicle are Nuisance complaints and zoning violation complaints and are enforceable by Jefferson Township A link to their "complaints" portal will be posted to our website.
 - 3 Other Issues may be the enforceable jurisdictions of the either Franklin County or the State of Ohio, we will research these issues and post the appropriate links to our website.
- D. The Architectural Committee has been working thru exterior improvement requests.
 - 1 The need for a spring walk thru to review the fall walk through and identification of new issues.

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- 2 We will work on getting a mailing out with a list of known rules from our Covenants, at a minimum.
- E. Speeding vehicles remain an issue. This is a Law Enforcement issue. If you see something take a picture and report it to the Jefferson Township Sheriff's Department.
- F. Richard took a phone call from a resident that was unable to attend. They are looking for the original list of preferred contractors, issued by the original developer. If it can be found, we will work on getting that info on our website. If anyone still has this listing please forward it to the Board.

VII. Board Member Nomination and Vote

- A. The presiding Acting Secretary read the proxy nominations, which included Richard Selleck for President and Kevin Molinaro for Treasurer.
- B. There were no additional nominations for the open positions of Vice-President and Secretary.
- C. The Acting Secretary called for additional nominations from the floor. Hearing none...
 - 1 All in favor of electing Richard Selleck to President for a term of one year signify by saying aye.
 - a 7 household representatives in attendance – aye, nays none.
 - b 7 household proxy votes – aye (one household submitted proxy and attended), no nay votes.
 - c There were no objections to the re-election.
 - 2 All in favor of electing Kevin Molinaro to Treasurer for a term of one year signify by saying aye.
 - a 7 household representatives in attendance – aye, nays none.
 - b 7 household proxy votes – aye (one household submitted proxy and attended), no nay votes.
 - c There were no objections to the re-election.
 - 3 Richard Selleck and Kevin Molinaro, did not view any proxy votes and abstained from the voice votes.
 - 4 Since there were no nominations, from the floor or via proxy vote, for the open positions of Vice-President or Secretary, these positions will remain open. Anyone interested in serving these open positions is encouraged to contact the Board.

VIII. Conclusion

- A. The community garage sale will be Friday through Sunday, June 21-23, 2019.
 - 1 Thank you to our Events Coordinator, Angela Wells.
 - 2 We hope to develop activities to include all members of our community.
 - a We want to have inclusion and celebrate our diverse community.
- B. We are working on the next quarterly (Q2) meeting date for the week of 07 July 2019.
- C. Meeting minutes and financial reports will be mailed all 249 Lot owners in addition to being posted to the website.
- D. The meeting was adjourned at 8:30pm.

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Summary of Financial Activity (as of 31 March 2019)		
	2018Y/E	2019Q1
Checking	\$ 2,740.79	\$ 2,107.07
Money Market	\$ 34,906.04	\$ 50,087.24
Beginning Balance	\$ 37,646.83	\$ 52,194.31
Deposits	\$ 55,763.47	\$ 58,270.64
Interest Earned	\$ 39.56	\$ 16.47
Revenue	\$ 55,803.03	\$ 58,287.11
Landscaping	\$ 22,493.46	\$ 4,282.48
Ponds	\$ 11,887.33	\$ 1,487.50
Maintenance	\$ 2,375.06	\$ 672.45
Utilities	\$ 1,496.28	\$ 437.29
Insurance	\$ 1,838.00	
Printing/Supplies	\$ 427.43	\$ 389.13
Postage	\$ 170.63	\$ 401.58
Patrol Services		
Events	\$ 180.00	
Administration	\$ 319.00	
Storage		
Legal Fees		
Service Charges	\$ 68.36	\$ 13.00
Expenses	\$ 41,255.55	\$ 7,683.43
Ending Balance	\$ 52,194.31	\$ 102,797.99

2019 Q1 Monthly Financial Detail				
	Jan-19	Feb-19	Mar-19	2019Q1
Revenue	\$ 10,530.26	\$ 17,766.19	\$ 18,060.07	\$ 46,356.52
HOA Dues	\$ 10,526.01	\$ 17,762.34	\$ 18,055.82	\$ 46,344.17
Transfer Fees				
Interest	\$ 4.25	\$ 3.85	\$ 4.25	\$ 12.35
Expenses	\$ 2,478.68	\$ 2,391.42	\$ 364.24	\$ 5,234.34
Landscaping	\$ 1,959.94	\$ 299.60		\$ 2,259.54
Ponds		\$ 1,487.50		\$ 1,487.50
Maintenance	\$ 165.00	\$ 165.00	\$ 177.45	\$ 507.45
Utilities	\$ 92.58	\$ 91.15	\$ 26.02	\$ 209.75
Insurance				
Printing/Supplies	\$ 128.53	\$ 249.17	\$ (5.68)	\$ 372.02
Postage	\$ 218.63		\$ 166.45	\$ 385.08
Events				
Administration	\$ (99.00)	\$ 99.00		
Fees/Service Charges	\$ 13.00			\$ 13.00