

**Woods at Traders Point
HOA Meeting
April 18, 2024
Minutes**

Present

Randy Wetmore, President
Greg Weinheimer, Vice President
Maria Dibble, Treasurer
John Bryan, Secretary
Andrea Harris
Tim Gordon
Christina Angel, Elite HOA Management

Call to Order

Randy Wetmore called the meeting to order at 6:01 pm.

Approval of Minutes

Maria Dibble moved that the minutes of the March 18, 2024 meeting be approved as written. Andrea Harris seconded the motion which passed unanimously.

Special Guest: Christina Angel, Elite HOA Management

Randy welcomed Christina who attended at the board's request and asked her to discuss vendor contracts and the process for securing those for future years. In addition, he asked Christina to review the process for HOA assessment modifications.

Vendor Contracts:

- Snow: The contract is determined in the fall and covers the entire winter so is in both fiscal years. While there have been no complaints about the current provider, the board requested multiple quotes in order to be prudent in contractor selection.
- Pond Maintenance: Is contracted for both 2024 and 2025 with a \$20 increase in 2025 versus this year.
- Irrigation: This is an annual contract for service that includes service in the spring and fall.
- Landscape: Christina reported the contract with Komplete is for this year only and runs the entire calendar year.

- Overall Contract Solicitation—The board requested Christina move up this process and include at least three bids on any services. She indicated she will request these proposals in July so that the board may begin the selection process in August. She further stated that while she has a list of vendors that other HOAs use, she is happy to have others that our HOA suggests. Specific to landscape contractors, she suggested that a board member complete a walk around with to assure the contractor is aware of all areas to be maintained. In that regard, Greg mentioned that he's recently done this with representatives of our current contractor, Komplete.

Process for changing HOA Assessment: with the board the process to change dues should the need occur due to increasing costs. With bids from contractors in place by August, the board will be in a position to recommend any changes in dues for the HOA Annual Meeting in late October.

Financial Report

Maria provided a summary financial report for 2024 first quarter. Total funds available to the HOA are \$62,976 (checking and savings). As of March 31, 2024 unpaid HOA fees totaled \$4,533.68.

Total expenses as of March 31, 2024 were \$9,795.00. This includes 3 months of unpaid electrical expense. AES upgraded their customer interface system resulting in billing issues. The first invoice issued to WTP – HOA was recently issued payable in April 2024. Elite Management will review the invoice to confirm no late fees are included.

HOA funds to cover current and future costs are held in a checking and savings account. As of March 31, 2024 the combined account totals is \$62,976. The committee continued the discussion of prioritizing projects and operating within the 2024 budget. If expenses can be limited to or less than budget, there is approximately \$24,500 of uncommitted funds. The committee discussed what amount of the uncommitted funds should be set aside for future reserve.

Other Reports/Issues

Architectural Control Committee: A recent request was received by a homeowner seeking to remove and replace a tree on their property. The board is requesting the homeowner indicate the type of location of the tree to be planted before approval be provided.

Tree Maintenance: A tree in the HOAs common area is dead and the board has previously agreed to have it cut down at the request of a homeowner concerned it may fall and damage their property.

Homeowner use of common areas: There has been concern raised about the use of common areas by homeowners where it appears neighbors have exceeded their property boundaries. This will be addressed in upcoming HOA communications.

Volunteer waiver: The board again discussed whether there is a need for these. Christina will check with our insurance agent for a recommendation.

Financial Report: It was requested that, given the timing of the board's monthly meetings, Christina have the monthly report completed as soon as possible. She agreed to do so.

Homeowners Dues: There are a total of five properties for which the annual assessment had not been received as of April 30. Christina reviewed the process for sending reminders and notice of late fees that accrue monthly prior to a final and the possibility of a lien being placed.

Pending Items

- **Street Maintenance**—Greg sent another letter to our City/County representative but had not received a reply. He had previously been told repairs would be scheduled in the second quarter and will check back in a ng. Said 2nd quarter. Call back in a couple of weeks.
- **Landscape**—Greg met with Lee and Arturo from Komplete and reviewed areas for mowing. They also mentioned having damaged a fence in mowing and repairing it. Greg also met with an arborist regarding the health of trees in common areas at the front of the neighborhood. He received an estimate of \$350/treatment for the 18 blue spruce trees that have, or may develop needle cast. They will require three treatments. Greg will get at least one more estimate and was authorize to proceed with the best estimate not to exceed \$1050 total. Given the cost of replacing trees of this size, the board was comfortable in this direction.
- **PTRA Board Meeting**—John Bryan reported that the PTRA Meeting was relatively brief with most discussion around the proposed Pike Township Schools property tax increase which will be on the ballot in May. Maria will attend the May meeting.
- **Social Activity Survey**—John reported that due to a new platform being introduced at his company, he is delayed getting the survey together and distributed. He hopes to have that distributed shortly.

- Neighborhood Watch—Randy raised the issue of trying to identify someone in the neighborhood to volunteer to lead this effort. In lieu of that happening, Randy offered to include suggestions for ways neighbors can mitigate risks from the resources that we've been provided in emails to HOA members.
- Inviting Website Volunteer—John Bryan will invite Nick Hannah to the May 16 meeting so the board may discuss the HOA website and how it might be improved.

Adjournment

John moved that the meeting be adjourned, seconded by Greg and approved at 8:24 pm.

Respectfully submitted,

John Bryan, Secretary