

Franklin Valley Association - meeting minutes for September 13th 2022 Agenda

Meeting held at Melissa Schreiber's home, Tuesday September 13th, 2022 7:00p.m.

Board members in attendance: Melissa Schreiber, Denise Goodwin, Greg Knick, Matt, Monika Czartoryjski

Residents in attendance: 0

Meeting called to order: 7:19 p.m.

Operatorial Overview: Meeting dates

- Board members agreed to move the monthly meeting dates from Tuesday to Monday to accommodate schedules.
 - Next two meetings are tentatively scheduled for October 17th & November 14th at 7:00 p.m. at Melissa's home
- The annual meeting will remain on a Tuesday.
- Melissa has created an HOA Google doc for the Board to house all relevant documents.. Adding a contact document for reference so we can have all our past and current vendors listed. Monika to bring a few copies of the 2009 directories to be digitized and updated.

Key Topics:

1. Residence requests the Board has responded to:
 - √ July 12th Homeowner, Phil Angelo, and his wife had a fence request for 5230 S. Pebblecreek Rd. The request for a fence was amended from the original plans and is now within the guidelines. Officially approved on July 21st. Final approval has been recorded and sent via email. Board approval votes to date: Melissa, Denise, Jeff, Monika, Matt, Greg, and Graeme
 - √ July 19th Homeowner, Rahanna LoDico, requested the HOA rules and bylaws to install solar panels at 5281 S. Pebblecreek Rd. Response sent July 20th noting that here is nothing in the HOA bylaws that govern solar installs. However, they will need to follow the township's rules.
2. Residence Issues/communications:
 - It appears that the split rails are replaced on Middlebelt 7230 Stonebrook.
 - Subdivision Courtesy Notice of Permit Application Received. Denise provided information given to her from the Building Department and is drafting a letter for a response for Melissa to forward.
3. Budgets:
 - Review budgets to date.
 - Monika to provide the yearly overview rather than month to month in the future.
 - Monika added a new line item for dues recovered from that sale of homes through Title companies. "Title company invoices paid" She has a spreadsheet tracking the homes and who she has sent the invoices out to.

- Denise recommended updating the statement to include a line for a savings.
 - Suggestion was made that the last 4 years of financial data be included with the HOA invoices.
 - Delinquent Dues: There are about 40% delinquent to date. Monika will be working on updating all the dues this weekend and will send the next round of notifications and reminders to those who did not pay shortly.
 - Greg asked if we should start to think about implementing a late fee for those who are way past due and delinquent. For those over one year due, possibly adding 5% - 10% to the amount past due each year.
 - Homeowners have requested looking into ways for homeowners to pay digitally. Monika is going to look into the best options to offer that.
 - Checking account process update for new Board Members.
 - Agreed that Monika will remove Jeff from the bank account and add the Vice President. Greg King if he is willing. Two people will be on the bank account at all times.
 - Updated approval process for checks. Since there is not a double line on the checks, Monika will send an e-mail out before she writes a check to have the President or Vice President to approve and verify.
4. Property management:
- Split Rail
 - Monika will solicit bids., estimate is around \$6K for work required based on the previous bid Jeff received. Where else can we source a bid? Other subdivisions?
 - Monika's husband will be submitting 2 bids, one for replacing the wood with treated lumber, and one will be to replace the cedar wood.
 - Landscaping
 - Landscaping company contract with Frank and Mike closes out at the end of this year. Monika to verify if the last bill was sent out.
 - Denise has a credit with Frank so she is going to contact the new owners of the company and is going to call to verify if they are still doing a fall clean-up.
 - The company taking over Frank and Mike's service will be submitting a bid for next year. Future landscaping - keep an eye out for other possibilities in the near future (Bid request example sent by Jeff for reference)
 - Damaged sign removal/ rebuild/ repair
 - Melissa removed the damaged sign from the bricks on Middlebelt. Next Steps is to decide on a replacement strategy and gather bids for repair or rebuild.
 - Monika recommended putting up a hardie sign and has volunteered to bring estimates to the next meeting for a 4x8 hardie sheet and letters. Est. about \$200-300 (**Hardie fiber cement siding is more durable and up to 5x**

thicker than vinyl siding. It easily stands up to the elements, resisting damage from wind, rain, freezing temperatures and hail, and gives homes years of protection with low maintenance)

5. Social Events

- Ice-cream Social Friday September 16th from 6:30 – 7:30 location, Coldspring Ct.
- Denise made a motion to allocate \$500 to a Halloween event to be determined by Monika in conjunction with Jen and Kristine. Melissa Seconded the motion. All those in favor: Monika, Greg and Matt.
- Halloween Event Conversations:
 - Team: Monika to reach out to Jen. Melissa reached out to Kristine to brainstorm ideas.
 - Date: Sunday, the 30th or Halloween, Monday the 31st
 - Ideas: Donuts and cider warming station
 - Where: Kristine's home? Center of the street on Brookridge?
 - Communications: Post on the Website and Facebook. Possibly add to the first newsletter?

6. Digital Communications is being managed by Matt who volunteered to help keep messaging consistent and timely. Thanks Matt!

- Matt recommended adding Board's names and bios to the Website and Facebook.
- Facebook: An "Unofficial" Facebook has been started by Amber and it is causing confusion. Our page is 'Franklin Valley Subdivision Association' and Amber's Page is 'Franklin Valley Subdivision'.
 - Next step is for Denise to reach out to Amber via Direct Message and ask her to rename her Franklin Valley Subdivision page and add the link to our official page in her bBio. Melissa and Matt to draft a note for Denise to send.
 - Process for Permissions: It is recommended to update the official FB page admin access to Matt and remove anyone not on the board and reset the password.
- Minutes & financial data to be added to the website, agreed upon as of June 2022. This will take place in the near future but will take a little extra time due to the backend setup of the server.
- Matt has not yet reviewed Next Door. Monika offered to post the Ice Cream Social reminder.

Next meeting to continue the conversation:

- Next meeting Melissa will review the survey and questionnaire for the neighborhood with the Board. Next Steps: If the questioner is approved, we will need an estimated cost for mailing and help with survey monkey integration into the website.
- Melissa made a motion to create an estimate for welcome packages to be retroactive for those who moved in over the last few years during the pandemic. All voted yes to moving forward with looking into costs.

- Monika is looking into who has moved in over the last few years.
- Melissa is looking into costs
- Ideate on buying a HOA warming tent and possible neighborhood rental.

Treasurer's report approved. Denise moved to approve the treasurer report. Monika seconded the motion. All in favor were Melissa, Matt, and Greg.

July Minutes approved with the amendment of adding the 3 residents in attendance at the last meeting.. Matt made a motion to approve the minutes with the amendment and Denise seconded the motion. All in favor were Melissa, Monika, and Greg.

Meeting called to an end at 9:19 p.m.