

## **Franklin Valley Homeowners Association – October 17th, 2022 Agenda**

Meeting held at Melissa's house., Monday, October 17th, 2022 at 7:00 pm.

Board members in attendance: Melissa, Monika, Matt, Greg Knick, Graeme, Theresa

Residents in attendance: TBD

Meeting called to order:

Operatorial Overview:

- Confirm or adjust next meeting date
- Approval of last months minutes

Key Topics:

1. Residence requests | Issues
2. Budgets
  - Review budgets to date.
    - Monika, to provide the yearly overview rather than month to month in the future, 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 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.
  - Vote on 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.
3. Property management

- Split Rail
  - Snowplow
  - Landscaping
  - Damaged sign removal/ 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)
4. Social Events
- Halloween
    - Review Sunday plans and budgets
5. Digital Communications:
- Community management:
    - 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 bio. 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.
    - Password document & Content management calendar
  - Website: contacts and process
    - Minutes & financial data to now be available as of June 2022 on website, this will take place in the future / need backend setup of server
6. Board Direct Communications | Letters/Survey/Welcome Packages
- Newsletter: Need to know how many residence to mail to estimate print and postage costs
  - Survey: If the questioner is approved, we will need an estimated cost for mailing and help with survey monkey integration into the website.
  - Welcome package and letter for those moving into our area. Retroactive for those who moved in over the last few years.
    - Idea for the welcome package include:
      - Welcome letter from the HOA with a brief history of the area, and the contact information of the Board with examples of when to reach out to us.

- Magnet with a list of references including our HOA communities, the Township website, the parks and rec website
- A copy of the Architectural Guidelines
- A newsletter format of important “did you know” information including important info such as dues/budget information. When to reach out to your HOA.
- A revised copy of the survey

## MISC:

### Board Details for reference:

9 members | 5 of 4 votes indicate a majority.

### Board Officers:

2022 President - Melissa Schreiber

Vice President - Greg King

2021 Treasurer - Monika Czartoryjski

Secretary - Graeme Turner

### Board Members at Large:

(Former President 2010-2022)- Denise Goodwin

Jeff Kowalsky

Greg Knick

Matt Gonderinger

(Former Treasurer 2009 - 2021)- Theresa Rankins