

## March 2024 HOA Agenda

**Date:** March 26th at 7:00 p.m.

**Location:** Melissa's house

**Residence Request:** Patrick to follow-up with JB on Generator information from the Township.

### Board Updates:

- **Members to send bios to Matt – Can be very short!**
- Members support roles
  - Vice Treasurer – Patrick and Brennan to follow-up and meet with Monica
  - Partnerships: Greg & Support Brennan - leading partnerships and vendor relations and review quotes
  - Neighborhood Engagement – Christine (Halloween & Ice-cream Social)
  - Communications (Website management) – Matt
  - **Social – Need Volunteers & Signs (Updating and storing) – Split between Greg and Melissa**

### Budgets (Monika)

- Brennan & Patrick to meet with Monika on transitioning
- Update the level of detail with fees and line items
- Greg recommends the Bank Reconciliation Reports quarterly
- 2024/2025 budget forecasting - Melissa recommended creating a forecast for a year ahead. Ex. To add fall clean-up and brick work.
- Pay S.P. \$35. Monika to Verify and Pay if accurate.
- Would like to review the notice that goes out as reminders and have that on google drive.
- Yearly budgets will include increases in costs over the years.

### Partnerships and contracts (Greg)

- Brick repair on Middlebelt and North Pebble Creek. Plan for 2024 budget on this.
  - Greg Wilson dropped off drawing for review
  - Looking for more vendors
  - Patrick recommends unifying the look across the board. This may be a multi-year project because of how many we have.
- American Landscaping - Last Season went well – Looking to negotiate midsummer clean-up.
- Looking into TruGreen quote came in and Looking to get Hersh & Experigreen quotes
- Open a discussion about possibly discounting HOA fees in exchange for volunteers for fall & spring clean-up to offset vendor cost. Possible planning a Beautification event. 2-3 hours a few times a year. Brennan suggested showcasing how much we save with these events.
- Looking at putting up a service directory with recommendations from homeowners

### Events (Christine)

- Ice cream social - Tentatively scheduled for May. Monika has offered to host a date and a rain plan? May 17th
- Sub wide sale? Spring and costs? First and Second week in June?
- Halloween - Feedback and recommendations for next year
  - Possibly use extra money on a projector / Greg to investigate a used one
  - Budget = TBD Budget for 2024 – 2025 estimate \$500
  - Date = TBD
  - Improvements for next year:
    - It helped to have a crew set-up an hour early.
    - Need a rain plan
    - Communications out at least 2 weeks early
    - Chili Cook Off and Pizza to be included

**Communications:** (Matt)

- Melissa to Order sign
- Consider ordering locks for the signs / Hold down with Anchors
- Or printing out a QR code and adding it to the boards. Leverage different QR Codes for dues due, events, etc.
- Matt would like to edit the website so that it is organized with information for current residents & prospective residents & real estate agents and would like to know what to include on all three pages.

**Fence Committee** (Matt, Patrick and Brennan)

- To meet soon and plan to send information on fences in the spring (Vote on a date)
- Patrick is looking into the HOA's legal rights

Roads Committee – Possible Spring Pavement conversation

Survey Committee?

**Welcome packages for new homeowners**

- What is the best way to keep track of new residents? Emails from title companies
- Give out gifts at the yearly June meeting

**Topics for further discussion:**

- Mailing the architectural guidelines & Yearly newsletter with year to date report
- 2023 Surveys (Melissa to Bring for Patrick)
- Possible rentals from HOA in the early spring (Eg. signs, tents, and movie screen rentals, projector) Cost, Agreement, Insurance
- Look into creating an IT charter: Bylaws for responses and language and access | Possibly consult a lawyer
- June meeting preparation:
  - Accomplishments from 2023 and Goals for 2024
  - Ask what services people use and look to get possible discounts on these
  - Survey results with an update survey to go out
  - Elections - Secretary