

Approved on 3/23/26 via email – Noelle, Christine, Matt, Melissa, Monika

Franklin Valley HOA — Board Meeting Minutes

Date: November 2025

Time: 7:16 PM (Call to Order)

Location: Melissa's Home

Guests/Homeowners: NA

1) Call to Order

The meeting was called to order at **7:16 PM**.

2) Review of Prior Meeting Minutes / Access to OneDrive

- Chair noted prior meeting minutes were saved in the HOA folder and confirmed the board has access to **OneDrive/SharePoint**.
- No access issues were reported.

3) Community Requests

- No new community requests were reported other than ongoing questions regarding **snowplow information**.
- Board discussed adding **snowplow/Richards information** to neighborhood signs and including it in the newsletter.

Action Item: Add snowplow contact information to signage and upcoming communications.

4) Entrance Sign, Wall Repair, and Related Maintenance

Discussion

- Board discussed working with **Roger** on entrance sign/wall work.
- Roger indicated he is doing work **at cost** and expressed concerns about additional “extra” requests being added.
- Roger also noted there is potential for **additional costs** if underlying conditions are discovered once work begins (existing block structure).
- Board discussed adding **preventative maintenance** (e.g., sealing, repointing small brick areas) and possibly coordinating small DIY repairs.

- Lighting: plan includes **ground lighting** with an electrical box available for a future top light if needed.

Vote — Wall Repair / Sign Work

Motion: Approve hiring **Roger** for wall repair per quote **\$3,891.25** (as referenced in meeting).

Second: Made (speaker not identified)

Vote: Unanimous — Motion Passed

Additional Notes:

- Work is **weather dependent**; Roger will not complete work if conditions risk quality/safety.
- Board requested the existing light fixture/hardware be kept after removal (possible reuse or resale).

Action Items:

- Include wall repair vote + cost details in minutes and newsletter for transparency.
- Retain removed light hardware for reuse/resale; store securely.

5) Fence Repairs (Split Rail / Wood Fencing)

Discussion

- Board reviewed fence repair scope and history of prior repairs (past work identified as **TCI**, approx. 2 years prior).
- Roger provided a fence repair quote in the range of **~\$3,400** (discussed as ~\$3,400 vs ~\$2,200 three years prior due to additional needed repairs and missed sections along Woodridge).
- Board discussed that fence maintenance may be needed **every ~2 years**, and recommended planning/budgeting for recurring maintenance.
- Board discussed possibility of starting demo work ahead of spring if cold weather delays masonry/mortar work, to show progress and reduce homeowner complaints.

Vote — Fence Repair

Motion: Approve fence repairs with **Roger** per the quote referenced in meeting (approx. **\$3,400**).

Second: Noted (speaker not identified)

Vote: Unanimous — Motion Passed

Action Items:

- Add fence repair approval + exact cost to minutes/newsletter for transparency.
 - Roger to confirm schedule and any needs from the board.
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6) Financial Review (Treasurer)

Treasurer Updates

- Treasurer reported **97 invoices** need to be mailed; mailing planned **the next day** (Treasurer took a day off to complete before travel).
- Some households are partially paid; Treasurer is tracking as unpaid until balances are fully cleared.
- Treasurer noted:
 - **Richards down payment** mailed (**\$1,508** referenced) and will be recorded once cleared.
 - Final payment to **American Landscaping** was also sent.
- Discussion occurred regarding **Venmo/PayPal fees** (approx. **1.9% + transaction fee** mentioned). Board agreed fees are acceptable if it improves payment compliance.
- Board discussed homeowner questions on water bills: HOA accounts include sprinkler-related water usage; sewer may be \$0 (to confirm).

Action Items:

- Treasurer to send board photos of relevant invoices/bills (water/sprinklers) as needed.
- Ensure future invoice letters include **Venmo/payment method details** (noted that this was missed in first batch, corrected on the back of current print set).

Budget Line Item Discussion

- A question was raised about **Repairs & Maintenance** category including **tree removal (~\$1,300 referenced)** and **TruGreen** being placed outside Landscaping to prevent the Landscaping budget from appearing over budget early.
 - Board noted shifting budget line items is acceptable, but moving allocated budget categories requires a **vote**.
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7) Communications Plan: Newsletter + “Where Do Your Dues Go?” Visual

Newsletter Planning

- Board is preparing a mailing packet and discussed balancing clarity vs too many pages (postage rule: **5 pages = 1 stamp; more = 2 stamps**).
- Plan: create a **simplified visual** showing where dues go (pie chart/clean categories) plus **QR codes** for HOA resources (payment, Facebook, website).
- Strong emphasis on transparency: include fixed-cost clarity (e.g., snowplowing is a **contracted seasonal cost**, not per-push).
- Include newly approved capital projects (wall/sign + fencing) and note **weather permitting** to manage expectations.

Roads Topic

- Board agreed the newsletter should only include a short statement:
 - **Residents interested in roads must attend the Annual Meeting** (details to be included; no extended debate in newsletter).
- Additional suggestion: include a **simple, visual road explainer** (previously created but not seen due to low annual meeting attendance) and include a volunteer call for neighborhood canvassing.

Distribution Timing

- Target timeline: updates/edits by **Wednesday before Thanksgiving** (as discussed).
- Newsletter cadence: **2x per year**
 - **Early December**
 - **Early May**

Action Items:

- Create a dedicated SharePoint folder for **Newsletters** (rather than storing in meeting folder).
- Board members to review/edit newsletter draft in SharePoint with **Track Changes**.
- Post mailed newsletter content as **Facebook posts** (staggered “flavor of the week” approach) and upload the newsletter PDF after mailing.

8) Vendor / Services Updates

- **Tree removal:** completed.
- **Sprinklers:** winterized (“blown out”).
- **Leaf cleanup:** completed recently; board drove neighborhood to confirm.
- **Snow Removal:** Richards renewed for **second season**; rationale: seasonal contract provides priority service vs per-push.
 - Positive feedback: Richards prepped well (stakes/corners), strong communication, and proactive plowing of main roads/entrances for safety.

- **Lawn Service (Future):** Board discussed intention to notify **American Landscaping** at season end and transition to **Richards** next year, giving American time to replace the account.
 - Note: Board discussed whether this belongs in the newsletter.
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9) Community Engagement: Halloween Event Debrief

- Approximately **50 attendees**; event considered successful.
 - Improvements for next year:
 - Add **more pizza** (approx. one more pizza suggested).
 - Increase donuts by **one more dozen**; consider adding cookies as a cheaper supplement.
 - Consider additional food variety (fruit/veg) depending on audience needs.
 - Safety concern: it gets dark early; traffic concerns with kids in street.
 - Idea: **close the street** (or part of the street) during the event, if neighbors agree.
 - Movie screen/projector: a board member has **two projectors available** for future use.
 - Ice Cream Social Timing: consider **early May** for better attendance (avoid summer travel and end-of-school conflicts). Consider adding hot dogs/hamburgers if held early May.
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10) Welcome Packets / New Homeowners

- Board discussed welcome baskets and including bylaws, but decided to **table** any “gift” spending until after dues increase discussions due to **optics** and potential criticism.
- Alternative agreed approach: have a **low-cost welcome option** ready (cards + printed basics) for any new homeowners.
- Treasurer stated limited sales in last 12 months (possibly **one sale**, and buyer was already a neighborhood resident purchasing as a rental property; foreclosure/auction property noted but no confirmed new homeowner yet).
- Treasurer typically sends bylaws to title company and realtor when requested but does not always have buyer contact info.

Action Items:

- Keep **simple welcome cards** ready and add printed bylaws/HOA basics for hand-delivery to new residents when identified.
 - Treasurer to pull a list of new residents within the last 12 months (as available through records).
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11) Board Roles (Referenced)

- Chair referenced: formal vote previously completed for **Christine as Secretary** and **Noelle as Member-at-Large** (not voted during this meeting; noted for record).
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12) Adjournment

Adjournment time not stated in transcript.