

**PARKSIDE AT GOVERNOR'S RANCH HOMES ASSOCIATION
MINUTES
Wednesday November 14, 2018**

Call to order: The meeting was called to order at 4:00pm by President, Linda Melphy at the Governor's Ranch Clubhouse. Board members present: Jerry Chamberlin, Linda Melphy, Lori Shields, Kelly O'Connor and Kathleen Carothers. Also present, Kevin Lavene, HOA Manager.

Open Forum: No homeowners present.

Minutes: Board reviewed minutes of Regular Board Meeting held October 18, 2018. Jerry made motion to approve; Kelly seconded; Minutes approved as written.

Financial Reports: The October financial statements were reviewed by the Board. Kelly verified they were correct as presented. Kevin reported the accounts have been consolidated into investments, savings, and checking accounts.

Committee Reports:

Social: Lori Shields

- Lori attended the social committee meeting November 5, 2018. Twelve members were present.
- Christmas tree lighting will be held December 1, 2018. The Igels will host in their driveway and Lori will emcee.
- Holiday party (Dec 12) partially catered by Black Eyed Pea. Committee members will provide side dishes. Flyers to come.

Communications: Linda Melphy – Information to be discussed under new business

Design Review: Kelly O'Connor

- One complaint received about artificial flowers in a front yard. Kelly contacted the resident and asked for guideline rework.
- Ongoing issue with an unlicensed vehicle parked in Parkside was discussed. Resident has been sent a letter from Kevin.

Hospitality/Beautification: Kathleen Carothers

- Hospitality: JoAnn DeMoro who reported 8 cards were sent to residents for illnesses, deaths of family members and death of pets. Karen Hansen is willing to store the wreaths in her garage. She is repairing them and will hang them after
- Karen Hansen is now able to store the wreaths. She is repairing them and will hang them after Thanksgiving.
- Beautification: Gloria is willing to absorb costs for the flowers for the barrels.
- Kevin to provide information on wholesale source for flowers.

Capital Improvements and Gate: Jerry Chamberlin

- Jerry conducted a walkthrough of paving and found some issues. He contacted Rose Paving who will repair the issues for free.
- Jerry asked for approval to form a committee for capital improvements and the Board approved.

Management Report: Kevin Lavene

- The Board reviewed the changes to 2019 budget. Linda requested that line item 4018-transfer fees header be changed to working capital. Allocation for a formal reserve study was added.
- Board reviewed the letter to residents about 2019 dues and decided the invoices for 2019 will be sent with the letter and budget.
- Jerry made a motion to approve the budget with the changes and Kelly seconded. All in favor and budget was approved.
- Board reviewed the changes to the Design Review Guidelines section 2.90 Vehicles and parking. Kelly made a motion to revoke the revised wording approved 7-18-18. Seconded by Jerry. All in favor. Motion carried. Kathleen moved to approve the new wording in 2.90 that matches the newly passed Third Amendment. Lori seconded. All in favor. Motion carried.
- Board reviewed the changes to the Design Review Guidelines section 2.41 Driveways. Jerry moved to approve the changes to the wording to address damage done to streets when redoing driveways and the need for an asphalt patch back. Seconded by Lori. All in favor. Motion carried.
- Guideline for seasonal decorations to be reviewed, Linda will research. Possible tighter time limits should also be reviewed.
- Board reviewed the law firm brief from Orten, Cavanagh & Holmes; Kevin recommended the Board sign an Engagement Letter "without monthly retainer." Jerry moved to approve the engagement letter; seconded by Lori. All in favor. Motion carried.

Old Business:

- Kevin stated the Reserve Study is required by law to be conducted at least every 5 years. Jerry presented a comparison on the cost for replacement of the asphalt. Board determined the reserve study would provide a baseline for future studies.
- Kevin will negotiate the fee for the Reserve study since measurements are already available.
- Signed Resolutions for working capital will be signed by Linda and Kathleen after the meeting.

New Business:

- Board reviewed a letter to be sent to family members helping when residents move, or estate sales or garage sales are conducted. Linda will post it on the website. The letter will be mailed to families of residents who are currently in transition.
- Board reviewed the Resolution regarding the Capital Assessment for 2019. Motion was made by Kathleen to leave the assessment at \$300. Seconded by Jerry. All in favor. Motion carried.
- Linda will work with Cathie to declutter the website, changing to single header for Financials. Budget for 2019 will be posted under this header. Linda is updating the FAQ's. Lori will contact a photographer to take a new picture for the new website.
- Discussion of community-wide front yard maintenance was dropped as a dead issue. But Kevin to research leaf cleanup and snow shoveling prices with Emerald Isle for those interested with possible discount for larger group.
- Kevin stated Michele Giometti will do the 2018 tax preparation for Parkside for \$290. Motion was made by Linda to transfer tax preparation to Michele. Seconded by Jerry. All in favor. Motion carried. Letter of engagement signed.
- Kevin is meeting with insurance company after 12-19-18 to get updated insurance information and a policy.
- Pine needle cleanup on So Cody handled; the repair to the water leak on Cody was completed by South Suburban Water. Sidewalk will be fixed. Tree stump at entrance to park is scheduled to be ground down. Linda is working on Cody medians.
- Kevin will contact Governor's Ranch regarding scheduled cleanup of our areas during the winter especially the south gate.

Next Meeting: December meeting cancelled. Next meeting is January 16, 2019 at 4:00 pm. Linda to see if we can hold future Board meetings at 4:00-6:30pm.

Adjournment: Motion made by Kathleen to adjourn at 5:41 pm; seconded by Kelly. All in favor. Motion carried.