

Wicksfield Homeowners Association, Inc.
Board Meeting Minutes
June 21, 2017
Best Western Conference Room-Gateway North Plaza
7:03 p.m.

Attendees:

Terence Davis-Homeowner/ Board Vice- President
Charlotte Allman-Homeowner/ Board Secretary
Tammy L. Watts/Legum and Norman Community Manager
Wicksfield Homeowners

1. Called to Order- Meeting called to order at 7:03 p.m. by Vice President Terence Davis.
2. Roll Call- Karen Burton Board President arrived after the meeting started. Board Treasurer Whitsett (excused) and Tim Crowley Member at Large were absent.
3. Notice of Meeting—This meeting was scheduled as a result of the low attendance at the
4. June 3 meeting. At the June 3, meeting, we did not have a quorum to select the new Board of Directors. Notice was mailed out on June 6, 2017 and placed on Nextdoor.com.
5. Meeting Reconvened- The meeting does not have a quorum of 30%, so it was ended at 7:05 p.m.

Wicksfield Homeowners Association, Inc.
Board Meeting Minutes
June 21, 2017
Best Western Conference Room-Gateway North Plaza
7:09 p.m.

Attendees:

Karen Burton-Homeowner/ Board President
Terence Davis-Homeowner/ Board Vice- President
Charlotte Allman-Homeowner/ Board Secretary
Tammy L. Watts/Legum and Norman Community Manager
Wicksfield Homeowners

1. Called to Order- Meeting called to order at 7:09 p.m. by Vice President Terence Davis.
2. Roll Call- Karen Board President, Terence Davis- Homeowner/ Board Vice-President, Charlotte Allman-Homeowner/Board Secretary and Tammy L. Watts/Legum and Norman Community Managers were present. Mark Whitsett Board Treasurer (excused) and Tim Crowley Board Member at Large were absent.
3. Notice of Meeting—This meeting was scheduled as a result of the low attendance at the June 3 meeting. At the June 3, meeting, we did not have a quorum to select the new Board of Directors. Notice was mailed out on June 6, 2017 and placed on Nextdoor.com.
4. Meeting Reconvened- The meeting does not have a quorum of 15%, so it was ended at 7:10 p.m.

Wicksfield Homeowners Association, Inc.
Board Meeting Minutes
June 21, 2017
Best Western Conference Room-Gateway North Plaza
7:15 p.m.

Attendees:

Karen Burton-Homeowner/ Board President
Terence Davis-Homeowner/ Board Vice- President
Charlotte Allman-Homeowner/ Board Secretary
Tammy L. Watts/Legum and Norman Community Manager
Wicksfield Homeowners

1. Called to Order- Meeting called to order at 7:15 p.m. by Vice President Terence Davis.
2. Roll Call- Karen Board President, Terence Davis- Homeowner/ Board Vice-President, Charlotte Allman-Homeowner/Board Secretary and Tammy L. Watts/Legum and Norman Community Managers were present. Mark Whitsett Board Treasurer (excused) and Tim Crowley Board Member at Large were absent.
3. Notice of Meeting –This meeting was scheduled as a result of the low attendance at the June 3 meeting. At the June 3, meeting, we did not have a quorum to select the new Board of Directors. Notice was mailed out on June 6, 2017 and placed on Nextdoor.com.
4. Meeting Reconvened- The meeting has a quorum of 7.5%, so it will continue as scheduled. The meeting requires a minimum of 16 members to elect a new Board of Directors. We have 12 household's votes and 14 proxy votes which are enough votes to elect a new Board of Directors.
5. Candidate Platforms-
Each candidate running for election is given two minutes to discuss why they should be elected to their desired office. **The desired office will be typed in bold letters.**

Karen Burton- **President of Home Owner's Association**- Karen wants to use her city government skills to help manage and run the Home Owner's Association for a second term. She credits her ability to get documentation up to date through teamwork and resolution of pending issues. She stressed her adherence to resolving HOA violations, securing legal counsel, documentation of all paperwork for legal non-profit status, streamlining and following best practices with our property management company Legum and Norman.

Terence Davis- **Vice President of Home Owner's Association**-Terence wants our homes not only to retain value but also increase in value through steadfast enforcement of deed restrictions. Terence added that a home is the largest investment most people have, so he wants to continue as Vice President to maintain our community for the future.

Jessica Inhof-**Board Member**-Jessica is a single mom of two children- a 13 year old girl and a 10 year old boy. Jessica is part owner of an agriculture business. Jessica wants to keep our neighborhood family friendly and safe for all. She expressed interest in exploring activities and events to enhance our community and bring households together.

Jordan McFarlane- **Board Member**- Jordan is a Comcast employee and father of three (twins and a young child). His family is also expecting twins! He wants to have a safe neighborhood for his growing family.

Mark Whitsett- **Board Treasurer**. Mark regularly attended board meetings. Mark assumed the role of treasurer after Mr. Will Duckery's untimely death. Mark has made it his priority to ensure that all Home Owner's Association vendors fulfill their contracted jobs in a timely and satisfactory manner. Mark is a retired homeowner.

After the board is selected, the board members decide their roles and titles as per the HOA rules. The documents read that there should be a minimum of three board members with a maximum of seven. The current board operates with five members.

There were additional write-in candidates. However, none of the write-in candidates were present to present their introduction/nomination speech.

6. Election-

Ballots were cast. The results of the election were as follows:

- ✓ Karen Burton- 19 votes
- ✓ Terence Davis - 11 votes
- ✓ Jessica Inhof- 9 votes
- Jordan McFarland- 3 votes
- ✓ John Oliver 7 votes
- ✓ Mark Whitsett 17 votes

- ✓ The checkmark denotes the winning candidates. Congratulations to the new board of directors! The board will operate with the top five (5) candidates.

7. Meeting Schedule. The 2017-2018 meeting schedule was discussed. There was a floor discussion on changing the meeting schedule dates from Saturdays to weekdays. The new board members will decide the 2017-2017 schedule.

8. Action Items Year End Review- 2016-2017

- The Board voted to retain legal counsel to collect past due HOA fees. Attorneys are currently pursuing legal action against the top ten households who have not paid their homeowner association dues.
- Tammy L. Watts, Legum and Norman community manager, brought it to our attention that the articles of incorporation had not been filed by Pulte Homes. Therefore, the HOA was subject to real estate taxes. The HOA filed then filed the articles of incorporation. The HOA is now legally designated as a 501(c)(3) status organization which has specific tax benefits.
- Solar lights have been installed at the Wicksfield entrance monuments. There is a malfunction that is being repaired by Shure Electric Company.
- The Chester River Landscaping contract has been renegotiated for a savings of \$1200.
- The Board moved \$17,000 to the reserve account. By HOA rules, 5% of income must be placed in the reserve account for accounting purposes.

- We are currently researching the feasibility of installing wells in two ponds and also the feasibility of installing pond liners.
- The Board approved the immediate removal of an illegal dwelling (two story tree house) that was erected in the common area/wetlands behind the residence of 124 Eastmoor Circle. The tree house was a public nuisance and a financial liability for the HOA if there were any injuries or death as a result of the structure on common area. The tree house contained hazardous waste, sharps, and a loaded bb pellet rifle. The occupants also created a charcoal fire pit for cooking food.

9. New Business:

- Terence Davis advised all homeowners to periodically review their HOA documents.
- There is a report of a homeowner driving through the community with a three wheeled golf cart with small children hanging from the vehicle. This activity is not permitted under the homeowner regulations. Please contact Ms. Watts, community manager, for further information.
- There is an abandoned vehicle in front of 226 E. Pembroke. The vehicle is a late model Black Infinity that is parked opposite the right of way on the curb. It may be uninsured. Please contact Ms. Watts to file a report.
- One resident identified four homes that are under foreclosure. Resident wants to know if HOA can mow the lawns to maintain the curb appeal of the community. He was informed to send the address of the homes to Ms. Watts Watts, community manager. The homes are most likely bank owned and they will be contacted. HOA is not responsible for landscaping of properties. HOA maintains the common areas through our HOA dues.
- As previously mentioned, the Board is pursuing well installation for two ponds. In addition, there was a concern about having solar powered aeration instead of electrical powered aeration.
- There has been an increase in roof repair for several homes. It appears that some homes have shingles that need repairing after high winds or excessive rainfall. However, recently two homeowners required full roof replacement.
- There is a riding lawnmower in front of a Burnside residence that remains on the sidewalk all day and at night. Blocking sidewalks with landscaping equipment or other equipment is not permitted under our HOA governing documents. If this equipment remains on the sidewalk, contact Ms. Watts for further instructions.
- Board members, please send Bernadette Murphy a list of streets that need block captains.
- There is an interest about having networking events within Wicksfield to promote goods and services of the homeowners. The Board will discuss networking activities at a later meeting.
- Christine of Eastmoor Circle reports high winds noises and creaks in her attic and wants to know if other homeowners have experienced the same things.
- Please remember due process takes time. A reported violation or complaint must first be investigated and homeowner has a specific amount of time to cure the situation before any action can be taken.

- Karen Burton wants to thank Ruth and Terence Davis for their support and help throughout her term as Board President.

10. Meeting Adjourned- The meeting was adjourned at 8:30 p.m. by Karen Burton.

Respectfully Submitted,

Charlotte Allman
Secretary