

**Minutes**  
**Heatherwood Homes Association**  
**February 9, 2021**

The meeting was called to order by President Roberta Proctor at 7:00 PM. A quorum of the Board of Directors was present. Mike Cox was not present. This was a ZOOM teleconference meeting with 3 homeowners present at the beginning.

The first order of business was the approval of tonight's agenda. Approval was received and seconded. Next was the approval of the minutes from the January meeting. A motion was made to approve and seconded.

**Officer Reports**

**President** - There are a few new residents, and we need to get their information for the new directory. Roberta will work with Susan to get this accomplished.

An email was received from a resident regarding several issues. One item was the need for the HOA to address house numbers, both painted on the curb and those on the house. Any numbers that are physically on the house are the responsibility of the homeowner to make sure they are clean and legible so that anyone trying to find the house will be able to do so. With respect to the curb numbers, which was a good idea in the beginning, the issue has turned into one the HOA has to constantly pay money toward almost every year to maintain and that isn't always being done. A lot of research has been done by a few of the board members. There are basically two companies that provide the service and after the first snow plowing, if the numbers are gone then you, the homeowner, must pay to replace them. The board will continue to evaluate this need and the feasibility of having it and maintaining it. Until then homeowners are encourage to ensure their house numbers are legible and easily found on the exterior.

There was another comment on sending a brief letter to owners of rental duplexes to point out major violations. Out of 195 homes there are only 8 known rentals and the board is not aware of major violations. We will contemplate the nature of what that letter would look like as well as the nature of the violations. We must do a lot of paperwork and communication back and forth before it turns into a legal situation, which will absorb a lot of time and money. Most of the judges in Johnson County will default to the resident unless it is a really egregious error. We need to be mindful of what we think of as violations versus trying to build a connected community.

It is February and Christmas lights and decorations need to come down. If a company put the lights up for you, the board will assume you have contacted the company to come and take them down. Our covenants state the lights cannot be up this late in the year and they should not be on. There are several homes that still have the lights up. A message will be posted on Facebook and a few residents will get a letter.

**Vice President** – Joe had nothing to report for the month.

Roberta acknowledged Joe for his efforts on the trash service. It was an awesome transition; very seamless. Our community is better for having made the change. Joe responded by saying the new company has been good to work with and everything has gone well so far.

**Treasurer** – MaryAnn discussed the Balance Sheet and Profit & Loss for the month of January. Financial statements are available to residents by request.

Roberta asked whether or not there was a plow in January. Phil stated there was one. We planned for snow removal in December, January and February with an extra one in March, just in case.

MaryAnn stated the bills show a payment to Waste Management, which would have been the final bill for the month of December. Now we are paying KC Disposal.

Roberta asked about the “Fencing-New”, which shows on Fixed Assets. MaryAnn stated the original price of \$17,000 was an item that was put on as a long-term investment that would depreciate and possibly must be replaced at some point in time. Phil stated the fencing is located by the Blue Valley District shop. He said that a year and a half ago it was still standing and in pretty good shape, but one of these years it will have to be replaced. Roberta stated the original amount should be increased to coincide with inflation and what it will cost to replace the fence when the time comes. Roberta will work with MaryAnn on making any necessary adjustments.

There was only one resident who was late with their HOA dues payment for January. MaryAnn will send them an invoice and that will take care of it. The resident who was 3 months late sent a check directly to Bukaty. Roberta is going to send a letter to this resident stating the dues need to be paid monthly and, if they are going to send the check directly to Bukaty, they need to send information as to what the payment is for.

**Lawn & Grounds** – We are very lucky in that there have only been a couple of small snow falls and TLC has only been out once. They do come out periodically when there is no snow on the ground just to make sure everything is okay. There is no charge for this. An email will go out around the first of March regarding the application of pre-emergent and the early fertilizer.

**Architecture** – There was no report due to Mike’s absence.

**Painting** – Mark received the certificate of insurance from Paul Potter. A discussion was had with Paul Potter last week regarding the number of villas to be painted this year. The progress has been good. Michelle Snyder has met with a good portion of the 15 villas originally scheduled to be painted in 2021. Only a couple have not made an appointment. Mark has had trouble contacting a couple of residents. MaryAnn stated that one of the residents has moved. Another one of the villas on the list was recently sold. MaryAnn will start sending new resident information to Susan and Joe as well as Roberta.

The meeting last week with Paul Potter focused on adding 15 additional villas to the 2021 schedule. Paul sent Mark a list of revised villas which were chosen according to a logistical pattern by Paul. Joe stated the reason for adding in additional villas for this year is due to the relatively small expense for painting this year as opposed to significant expense for the next four years. This will even out the spend for painting over the next five years. All board members present agreed with the change.

Mark will put together an email to send out to the additional 15 residents of the villas chosen to be painted this year so they can get their appointments set up. He will also send the adjusted figures to MaryAnn so she can plug them in to the budget.

### **New/Old Business**

Last year Roberta did research regarding the issue of the leaning monument. It is hard to find a company that does monument signs as well as masonry. She did get a quote and was advised to make the monument lower to the ground and wider at the base. This would deflect future leaning. Also, the capstone on the top of the monument should be more angled so the elements run off it as opposed to sitting on top of it which continues to cause erosion. This would be similar in concept to the small sign at the corner of 149<sup>th</sup> and Metcalf. She would like to get the ball rolling on getting the monument replaced this spring. The decision was made for Roberta to go back to the contractor she originally spoke with to get an updated quote.

The HOA needs to invest in a Cloud file server to store documents and contracts that everyone on the board can access. When the directory is updated, everyone will be tapping into the same one and know it is accurate. Joe volunteered to investigate sever options. It will be a great benefit to the board, present and future and offer a more professional platform to house documentation. At this point, everyone has documents stored on their personal computers. Once we have this in place, we need to establish a filing structure – a simple process such that anyone coming in can quickly and easily find documents.

If we do a file server, there are costs associated with that. Some of them are monthly, some are annual. Our website has two annual costs associated with it; one is the domain, and one is the actual website. We have the Zoom account which has an annual cost to allow for all residents to attend meetings. Currently these costs are charged to Roberta's personal credit card. In the past, the board went out and got a credit card for the HOA so that costs like these could be billed to the credit card and then paid through the treasurer/bookkeeper. This was an appropriate course of action. What hurt it was the lack of communication to the community and explanation of how the credit card was going to be used. It is a proper business decision for this board and future boards to have billables go through to the organization itself, not to somebody's personal credit card. The board needs to give thoughtful consideration to this and thoughtful consideration to how we articulate this to the community. This should not be talked about out of context or inappropriately by either board members or the residents. This is not about going out on shopping sprees; this is about paying for board business through the board directly.

We need to be thoughtful on how we articulate this, thoughtful on how we put this together and what defines the implementation and use of this card. We will engage the attorney for guidance. Nothing has been defined at this point, this is merely being presented for consideration and thought. If this accomplished, paperwork will be put in place and at such time the terms will be articulated to the community. We as a board, collectively, will give thought to this implementation. We will articulate it out to the community so everyone understands the intent. And we as a board will all oblige by that information and be prudent and accurate as to how it is conveyed and used if implemented.

Questions from the residents in attendance:

No one had any questions, but several thanked the board for the work we're doing.

No Executive Session was necessary.

In conclusion, the next meeting will be held on March 9<sup>th</sup> at 7:00 PM. Motion to adjourn was made and seconded. The meeting adjourned at 8:05 PM.

Respectfully submitted,

Susan English  
Secretary