

06-13-24 HOA Board Meeting Minutes – The Villas of Orchard Hills

Present: Brad Miller, Cathy Wyant, Lynnette Stout, and Wyatt Boston

- 1) Board Officer selection and vote, resulted in the following:
President – Brad Miller
Vice President – Cathy Wyant
Secretary – Lynnette Stout
Member at Large – Wyatt Boston (We are unaware of any actual Treasurer duties of The Board.)
- 2) A date for a 2024 Spring Walkthrough must be established, as we are entering Summer now. Since daylight is needed, a Saturday morning was suggested.
 - a. We will utilize the 2023 copy of Walkthrough as a foundation for the 2024 walkthrough.
 - b. Matt – what Saturday morning will work for you? June 22, 29 or July 13th?**
- 3) Discussed current Lawn/Landscaping contract we have with Premier Outdoor Management and Snow Removal contract with Central Iowa Outdoor Services. (Both are in the first year of 3-year contracts.)
 - a. Premier contract includes several services that have not occurred. Most properties did not have 2023 Fall clean up or bushes/shrubs trimmed. Some of the “Property Maintenance Service” items have not occurred: Spring cleanup, weed control every 4 weeks, Shrub trimming and disposal, Irrigation Maintenance (are they doing this? when will it be turned on?) “Lawn Applications” has not started.
 - b. Various complaints have occurred from the board and residents. **Matt- shouldn't Hudson Management be on premises at Orchard Hills to address this with Bill from Premier?**
 - c. The 3-year contract that The Board has still shows Premier as our snow removal contractor. Did we receive a new contract when Krystle contracted with Central Iowa Outdoor Services? Was the amount of our contract renegotiated back in October/November?
Matt- please provide a copy of the updated contract without snow removal and advise on the changes made to the original contract. What services are we paying for monthly and why are we if they are not fulfilling their maintenance contract? Contract was signed on 07-18-23, do we get new bids?
 - d. Central Iowa Outdoor Services
Matt- the “we will remove snow that has accumulated .10” and up” HAS to be amended. 1/10th of an inch is ridiculous, and we need this change in writing for the 3-year contract that was signed on 10-08-23.
- 4) Various maintenance/upkeep Contractor Bids are needed. **Matt- please note bid requests.**
 - a. Tree Removal and trimming. At least 2 dead trees need to be removed. (priority from Annual Meeting attendees)
 - b. Dryer vent cleaning for 92 units. (priority from Annual Meeting attendees)
 - c. The South buildings had painted wood boards under front door thresholds that need scraped and repainted. Large sections of paint are gone, exposing bare wood.

d. The previous caulking around foundations never adhered to the concrete. Loose caulking has pulled away and needs to be properly replaced to prevent water seepage and potential damage to slab foundations.

d. Gutter cleaning for units near mature trees, and potentially a few others.

5) Adoption of the Renters Amendment “Fourth Amendment to Declarations of Submission of Property” that was discussed at the 2024 Annual HOA Meeting. (Priority of attendees)

a. A quorum is needed to adopt, at least 69 votes of approval of 92 residents.

b. Matt- at our annual meeting you advised that you/Hudson Property Management would send out a series of 3 emails with the document, requesting HOA members to vote. Send at 90, 60, and 30 days with accumulated return votes to meet the quorum. Please start this process per The Board request. (note that not all residents have email)

c. The document shows as prepared for “HOA Management Solutions”. Possibly a notation should be made that this document was drafted prior to Hudson Management Co contract with our HOA.

5) The Board is requesting complete contact information from Hudson Management Co, for communication accuracy and efficiency.

a. Management company should advise the Board of any missing contact information (email or phone#)

b. The Board will assist in obtaining current contact information.

c. Not all residents have email addresses, and The Board needs to know who they are so we can confirm communication is being received.

d. Matt- Lois noticed multiple email addresses missing from Hudson Management’s email distribution list. For example, both Lynnette and Wyatt (new residents in 2022) were not on email for the 2023 nor 2024 annual meeting emails.

6) Financial information was discussed.

a. The Board would like to receive **Monthly Financial statements**.

b. Some details seem to be lacking from statements. Is there a more detailed version or full statement that explains what is included in line items?

Respectfully submitted by Lynnette Stout