



MINUTES OF BOARD MEETING ON SEPTEMBER 30TH, 2011

Those in attendance were: Leonard Kelley, Dan Hewitt, Michele Bucklin, and Thorn Damon. Absent was Charles Wise.

The Board met to discuss and organize items for the upcoming annual meeting that will take place on November 3rd at 7:00 PM. Leonard stated that we will be changing mowers for next year as the current contract for Green Dragon has expired and we will not re-new it. There were a total of eight (8) request for quotations with five (5) responding. Bloomington Lawn and Landscape has been chosen to mow our lawns for next year. They are also certified to perform fertilizer applications among other landscaping functions. Therefore, we will have them fertilize our lawns as well. Leonard stated that their prices are competitive and they seem very professional in their approach to our needs. Having one company perform both mowing and fertilizing would be to our advantage. Their office is located in Ellettsville which is another plus do to the close proximity to our neighborhood. The Board approved this change.

It has been or will be very difficult to find officers in the future that have the time to devote to our community on a daily basis. Leonard stated that he would not be President after 2012, therefore, he has been investigating the possibility of a Property Management Company to handle the affairs of our HOA. This has been the trend of many HOA communities. After soliciting three (3) quotes with two (2) companies responding, Leonard chose JAMAR PROPERTY MANAGEMENT, LLC as the possible agent for Sunflower Gardens. Extensive research has taken place in order to find a company that will service our needs as well as being competitive in price. Following is a synopsis of the duties they will handle if we decide to go in this direction:

- ❖ Collection of required dues**
- ❖ A monthly financial statement will be furnished to the board**
- ❖ Process all accounts payable**
- ❖ Assist the HOA board in establishing an annual budget and dues amount**
- ❖ Prepare and distribute all newsletters, mailings and notices to homeowners**
- ❖ Deliver notice of the annual meeting location, date, and time**
- ❖ Obtain bids for all services required by the HOA (we will have the right to select any vendor and submit that vendor's name to JAMAR)**
- ❖ Make available to homeowners their maintenance staff and a list of preferred providers that they routinely work with at a discounted rate. (We can chose our own providers, also.)**
- ❖ Provide collection services together with a collection firm to collect past due dues, maintenance fees, etc**
- ❖ Perform monthly inspections of the neighborhood for maintenance issues**

- ❖ Provide a 24 hour emergency line
- ❖ Inspect the neighborhood monthly for violations of By-Laws and Restrictions. Notice of violations will be sent to the board
- ❖ Attend the annual meeting
- ❖ Provide the board a list of monthly complaints, violations, and resolutions
- ❖ Provide other duties as requested and agreed upon with the HOA Board
- ❖ Provide new residents with a “welcome packet”. Items to be placed in the packet will be determined by the Board
- ❖ All financial spreadsheets will be developed by “ON LINE QUICK BOOKS” program. Cost will be shared by HOA members as part of their dues

The above are just bullet points from their quotation. Their quotation goes into greater detail. Leonard has a meeting with JAMAR on October 11 to finalize a proposed budget. JAMAR’S property manager will be at our annual meeting to further discuss this proposal and answer any questions or concerns that you may have. Board members present have approved this new direction. I do not believe that you will see much, if any, difference in annual dues. We are attempting to minimize additional cost as much as possible. We will still be required to have a board of directors and a president of the board but all complaints and legwork will be handled by JAMAR.

We will vote on the above PROPERTY MANAGEMENT COMPANY at our annual meeting on November 3, 2011, at the model at the end of the cul-de-sac on Sunflower Drive.

Leonard Kelley
President – HOA and Acting Secretary
October 8, 2011