

SUNFLOWER HOMEOWNERS ASSOCIATION BOARD MEETING MINUTES

Date: February 21, 2017

Attending:

- Don Westerhaus, Board member
- Susan Wier, Board member
- Cathy Larson, Board member
- Bev Malooley, Board member
- Melinda Kelley, owner
- Terry Fink, owner
- Kay Theis, owner
- James Eiermann of Jamar
- Tonya Newlin of Jamar

Not attending:

Ryan Nichols, Board member, was unable to attend.

The meeting was called to order at 7:30 by Don Westerhaus. The meeting opened with a brief introduction of owners and the announcement of the Board's votes on officer positions for 2017, which were determined in a brief, informal meeting prior to the start of this meeting. Board officers for 2017 are:

- Don Westerhaus, President
- Susan Wier, Vice President
- Cathy Larson, Secretary
- Bev Malooley, Treasurer

A motion to approve the November Meeting Minutes made by Susan Wier, seconded by Bev Malooley; all were in favor, and the motion was approved.

Financial report summary given by Tonya of Jamar:

- November financials:
 - \$1,189.53 in checking
 - \$5,000.00 in savings
 - Total income for November = \$651.75
 - Total expenses for November = \$2,928.97
 - Very large AR due to billing for first ½ of 2017 dues billed out
- December/Year end financials:
 - \$4,709.03 in checking
 - \$5,000.00 in savings
 - Total income for December = \$4,333.58
 - Total expenses for November = \$1,162.08
 - Net income for December = \$3,171.50

- Total income for the year = \$29,188.28
- Total expenses for the year = \$34,948.09
- Net income for the year = \$-5,759.81
- AR Aging Summary: 13 owners still owe for first half of 2017 dues, but not due until January
- Not all dues were collected from 2016 due to loss of 1417 Petal Court
- Annual meeting expenses were \$128.91 over budget due to the large amount of copies needed to prepare owners for the meeting.
- Postage was \$103.65 over budget due to the amount of information sent to the owners in preparation for the meeting.
- Legal/Professional fees were \$642.50 over budget due to drainage issues, Bylaw changes, and 1417 Petal Court.
- Management, mulching, and lawn applications were right on budget.
- Mowing was over budget by \$1,921.00 due to extra mowings needed to finish out the season.
- January Financials:
 - \$14,135.56 in checking
 - \$5,000.00 in savings
 - Total income for January = \$10,201.00
 - Total expenses for January = \$426.47
 - Net income for January = \$9,774.53
 - AR Aging Summary: Two owners are past due. Jamar will send collection letters.
- There was a brief discussion regarding switching from online QuickBooks to a desktop version.
- A motion to approve financials was made by Cathy Larson, seconded by Susan Wier; all were in favor, and the motion was approved.

Lawn Care Bids:

- Wells vs McClaren bid review:
 - Wells would charge \$691.99 per mow and \$7,780.00 for mulching
 - McClaren would charge \$600.00 per mow and \$7,650.00 for mulching
- GreenScapers will do fertilization
- Not doing grub control, as this didn't seem to work well last year and owners can hire someone to do grub control on an individual basis.
- Not doing leaf removal.
- There was a brief discussion regarding separating mowing and mulch, but the contractors are unlikely to separate services
- Last year's budget was \$648 per mow; we would save money this year if we went with McClaren Lawn Care.
- A motion to approve McClaren Lawn Care for services this year was made by Susan Wier, seconded by Cathy Larson; all voted in favor, and the motion was approved.
- Jamar will send an email to owners stating which company was chosen and will add a reminder that all complaints and problems should be sent to Jamar and not directly to the new company.

Updates on CCR Ad-Hoc Committee, given by Terry Fink:

- Just prior to the meeting, Terry Fink had submitted by email the committee's final report and recommendations to the Board, and at the meeting, he outlined the main points and answered several questions.
- Out of original 11 proposed amendments from the October annual meeting, 2 carried forward as is:
 1. Interest-bearing bank account
 2. Elimination of Design Committee approval of certain repairs
- The other 9 proposed amendments from the October annual meeting were reduced to 2:
 1. Clarify responsibility of the HOA for yard maintenance
 2. Rules for Design Committee membership
- The Ad-Hoc CCR Committee also recommended the creation of what it described as a Wiki to provide information to present or potential owners, rather than add to the list of CCRs.
- Because the Board members did not have sufficient time to study the Committee report before the meeting, they determined that their first priority should be to read it carefully before moving forward. They therefore thanked the Committee for completing its work and for its service: Bill Holdeman, Terry Fink, Leonard Kelley, Bill Mankins, Ryan Nichols, and Don Westerhaus. The Board will review the recommendations found in the report and will respond to homeowners in the future.

Drainage Ad-Hoc Committee Update: The Board decided that Don Westerhaus would write a reappointment letter to the members who, at the 2016 annual meeting, had volunteered to serve on the Drainage Ad-Hoc Committee, in part because there is now a new Board. [Editor's Note: The committee appears to have been formed at the end of the annual meeting, based on volunteers at that time. Because it appears that this committee has not yet met, Don Westerhaus will consult with those volunteers, outline their duties, and provide them with a (re)appointment memo.]

Filing of Amendments to the Bylaws, passed at the Annual Meeting:

- Per the attorney, Bylaws Amendments do not need to be recorded (only amendments to the CCRs), but in order to make sure there is an official public record, we will make sure it is recorded. At that time, Jamar will provide owners with a hard copy that they can keep with their copy of the Bylaws.
- Changes to the Bylaws were delivered to the attorney, and he should have them finished and the document back to Jamar by next week.
- Jamar will post the amendments on the website.

Proxy Statement: Jamar has a new form and will send it to the Board.

Website Update:

- Don Westerhaus spoke with Tim Callahan and the website is ready.
- There is an owners'-only section, which is password protected.
- Board meeting minutes will be available on the site.
- Jamar will send an email to all owners announcing that the website is up and running and send them the password for the owners'-only section.

Newsletter:

- The last newsletter was only placed on the website and not emailed/mailed out.
- The next newsletter should include info regarding the new website and direct owners there.
- It was suggested that the print may be too small and that we should try to limit the newsletter to one page.
- There was a suggestion to make the newsletter quarterly.
- Several Board members agreed that we need to seek ways to get information to renters – Jamar can put a note on doors stating that if renters would like to receive information, they can email Jamar.

No Solicitation Sign: The sign is with the City and should be up shortly. [Editor's Note: since the meeting, the Board and the Design Committee have been looking at how best to comply with City regulations that do not allow this kind of sign to be placed in the public right-of-way between the street and sidewalk.]

The street light is now up.

Power washing: Last year, Greg organized a group discount. Cathy will follow up on this, and maybe we can get a discount again this year.

Next meeting: Tuesday, May 9th at 7:00 p.m. at Don Westerhaus's house.

A motion to adjourn was made by Susan Wier, seconded by Bev Malooley; the motion passed.

The meeting was adjourned at 8:41 p.m.