

Village in Burns Harbor POA

Meeting Minutes

[Date]February 8, 2018

Opening

The regular meeting of the Village in Burns Harbor POA was called to order at 6:12 on [date] in Traditions Clubhouse by Jackie Koon.

Present

Board Members-Jackie Koon, Steve Wisneski, Melissa Hamilton, Kerry Skeffington, and Sarah Oudman was present as an observer.

Agenda distributed

Approval of Minutes

Approval of January minutes

Open Issues

Jackie Koon stated she would like all business to come to her before going to Renee Jeffries. POA and VARC business. She would like to be CC on all emails, texts or letters.

Melissa asked that communication be maintained during the time between meetings. Both Melissa and Kerry stated email is the preferred method of communication.

Jackie stated that the POA board will not make same night decisions involving large amounts of money.

Jackie asked that a decision be made regarding our contribution to Traditions. At last meeting Jackie brought up that the POA should contribute \$100 per quarter to Traditions for supplies of drinks, snacks, and paper plates. There was discussion about previous amounts that may have been contributed. Jackie said she would call Renee to see if she could give us previous contribution amount.

Jackie questioned if a response had come from David's Lawn Care re: Christmas decoration removal. No response.

Storage locker inventory will wait until the weather is better.

Discussion on vote taken at last meeting regarding lowering the payment of POA fees for Village Land Company and other builders paying POA fees. The budget shows a shortfall if Village Land Co. fees are reduced from \$30 to \$10 per month. Jackie stated there is a

contract going through Dec 2018 with VLC. Sarah brought up that the original motion was not involving VLC rather it was for other builders that felt they should not be paying such a high POA fee. Melissa questioned if we can go back on a vote that has already been made. Steve said that we shouldn't have voted on the motion since the POA meeting had already adjourned and VARC does not have a vote. It was decided that fee will stay \$10 until Certificate of Occupancy. Arquilla Builders has paid all fees on their lots per Sarah. Steve motioned for reduced rate for builders until certificate of occupancy and keep contract as is with Village Land Co. Melissa second. All in favor.

Tree Removal estimates. Three estimates were given Justin's- \$2500 with shredding and removal of stumps. Area Tree Service -\$2500 with stump removal and M & M maintenance- \$1900 leaving stumps. Decided to go with Justin's based on reputation. Kerry 1st Steve 2nd. All in favor.

New Business

POA fee delinquency list. Jackie spoke with Renee regarding cost of sending a person to collections for unpaid POA dues. The POA must pay \$60 to lawyer for collection letter. If person does not pay, small claims court is the next step and that fee is \$335. The POA must pay initial fees but may get fees reimbursed from the court. Jackie stated that Renee sends reminder letters to those that have missed payments every month. Jackie asked that we decide on a specific amount that needs to be reached before a resident is sent to collections. They will receive a collection letter for the delinquent amount and if the fees are left unpaid, they will be taken to court. If a person goes without paying for 120 days a Collection letter will sent asking that payment in full be made within 30 days unless arrangements are made through Renee.

Expenditures made for January 2018 were \$195.97 for copies of back files and ink cartridges. And \$42.29 for paper copies to all Traditions residents. Next month the newsletter will be taped to the doors on Traditions buildings. It was also decided any amount exceeding \$200 will need to be approved by the Board. Motion by Steve 1st, Kerry 2nd and all in favor.

Authorized signer is requested for our financial accounts including the new Escrow account. Kerry motioned for Steve to be the authorized signer. Melissa second. All in favor.

A thank you to Steve for removing and replacing the street banners. He volunteered to do this so the POA wouldn't have to pay the \$250 change fee to the Town of Burns Harbor.

Meeting was open to public discussion: Sarah stated she has put all of the Covenant information on to flash drives and would like to know if POA would like them to be

available to Property owners of a resale home. The Board should have a policy that the flash drive is made available to all real estate listings in the Village. Melissa 1st motion, Steve 2nd. All in favor. Sarah stated that she could make them available to us at a cost which would depend on the number we need.

Sarah also brought up the flag pole at the front of the neighborhood has been broken for some time and there have been some complaints from residents about it. She pointed out that rather than fix the flag pole we may need to move it to another park because it is located on land that belongs to Vic Roberts and not the POA. Jackie stated she would speak to Renee about it.

Kerry brought up picking dates for the neighborhood events. Friday June 29th will be the Annual Fourth of July party, Saturday October 27th will be the Fall party, Saturday December 8th will be Christmas/ Holiday party. Steve questioned how the July 4th festivities are handled. Jeff Freeze has purchased and set off the fireworks in the past. Melissa will talk to Jeff Freeze regarding July 4th and she will finalize booking the Carriage company for December 8th.

Agenda for Next Meeting

List the items to be discussed at the next meeting.

Adjournment

Meeting was adjourned at 7:15 by Jackie Koon. The next general meeting will be at 6:00 on March 8, 2018, in Traditions.

Minutes submitted by: Kerry Skeffington

Approved by: [Name]