

# Association Meeting Minutes

Meeting called by: Directors

Facilitator: Will Aldrich (President)

Purpose: Annual Budget Meeting

Attendees on record: 19 homeowners representing 17 lots were present. Sign in sheet on file with Secretary.

## **PRESIDENT'S CALL TO ORDER**

Will Aldrich called the meeting to order.

## **SECRETARY'S REPORT:**

Discussion: Minutes from the Aug 18, 2007 annual meeting were read and approved as submitted

C=Comment Q=Question A=Answer

## **DISCUSSION:**

Old Business: Landscape Master plan

Will Aldrich opened discussion with the subject of the landscape master plan for the main entrance. A landscape architect was hired to look into redoing/improving the front entrance as well as the other two entrances to our development including signage. The guardrails have already been done. Two meetings were held with the architect. The adjacent landowners were invited to the second meeting to gain their input. A second draft is expected in a few months and it will be reviewed with the affected landowners to seek acceptance. We are looking for something that is tasteful but not too expensive.

Q-Timing?

A-Hope to have something priced by Spring to present to the association. A vote will be solicited and if approved we would want to collect the funds before implementation.

Q-Can a completion time be included in the bid?

A-Yes

## **MOWING:**

Scott Hammond discusses the frontage to our development. We are looking at the need for mowing, fertilizing and weed control. It is hard for homeowners to maintain and there is a desire to maintain a consistent look across Rutherford. Frontage homeowners are all in agreement and easements are being sought. We have three bids out and the first bid for this scope including weekly mowing is \$2000 per year. The cost to maintain is estimated at \$2000 per year. This would include mowing, fertilizing, and weed control.

Q-You will not proceed until you get the easements?

A-Correct. There is a footnote on this year's budget contingent upon easements on all lots and budget approval. Bill Loveland, our attorney will work to resolve.

Q-What is the cost to gain easements and what are the additional liabilities and added cost of liability insurance?

A-That is what we are seeking to gain from Bill Loveland. We are only proposing mowing and fertilization, no irrigation, no cutting of trees, no replacement of trees. We will seek Bill's counsel. There is no current cost of insurance in the proposed budget but it should not be much.

Q-The budget includes \$2400 for this line item. Our first bid came in at \$2000. This is exclusive of the signage planting areas, which is a separate budget line item.

Q-Will the homeowners or the association be paying for the easement (legal and filing) costs?

A-The association will be paying the cost. It is not expected to be a big cost. There is a budget line item for association legal costs of \$900.

#### **NEIGHBORHOOD COSMETICS, ETC.:**

Dave Lickovitch discussed the desire to keep the community attractive.

- The recent painting of the guardrails was done to create a more residential and less industrial look.
- Delco water was contacted to see if we could get the fire hydrants painted. There is a long waiting list but we should be able to get our hydrants repainted to improve the look.
- We are looking into replacing signposts including speed signs, street signs and stop signs for a more pleasant look. Bids are being solicited through Liberty Township. Early prices are high. Dave is seeking bids independent of the Township to gain better prices. If we supply the posts, Liberty Township has agreed to install the posts at no cost to the association. Early prices from Liberty Township with discounts for the Street signs = \$1000 ea (3 are already wood) and stop signs + \$450 each (qty 9). Instead of replacing the 3 existing wood street signs they would simply be modified. The back of the existing signs can be painted any color. This cost is included in this year's proposed budget. Speed signs can be accomplished at a later date.
- We need a volunteer to handle this year's luminaries. The budget estimate is \$18 per household. Thanks to the Gouhin's who handled this last year. Cindy Dawson volunteers for 2008 to lead this effort.
- In order to update our neighborhood directory we are asking homeowners to please supply any changed information to the Directors.

**FINANCIAL REPORTS** were distributed (see attached)

Dave Lickovitch (Treasurer)

#### **P&L STATEMENT:**

P&L statement is similar to last year. Noted exception as footnoted, we expensed \$1400 this year for the design plan, which goes on the balance statement as a liability. When we pay out the fees in the next fiscal year it will be escrowed.

Expenses are under budget on most all categories therefore we are able to build our capital reserves to be able to finance future projects.

#### **PROPOSED BUDGET:**

(Refer to footnotes for further information)

- Membership Dues is proposed to increase from \$13,750 (\$275 per household) to \$14,700 (\$295 per household). This includes an approximate increase of \$18 per household for luminaries if approved.
- The capital reserve of \$7000 is proposed amount to spend on street signs. There is a corresponding expense under "landscaping miscellaneous" which would be used from the capital reserves for the sign project.
- Under "Association Functions" footnote denotes that some of these funds would be used for the luminaries.
- Under "Maintenance-Entrance Mowing", this expense would be used as described above, pending easements.
- Under "Professional Fees-Consulting", this \$400 will be expensed in the current fiscal year and if not entirely used it will go on the balance sheet as a liability.

Q-On "Landscaping Other" for last year we had \$2500. This year we have \$5000. Is that doubling because of the new design?

A-We budgeted \$4500 last year for that line item and spent only \$2400. We are not doubling we simply under spent last year. We only did minimum maintenance and perhaps should have done more to take better care of the front entrance. Also, line items are budgeted at a level so we don't need to pull from capital reserves. Regarding the new design it will go through several reviews before it comes to a vote and possibly pull funds from capital reserves or via a special assessment.

Q-Do we anticipate hiring a service to manage the front entrance?

A-Yes, we will look into that. We hired Northwest last year but they were not reliable (one of the reasons we under spent). The \$5000 is more than enough to maintain. It is a bit heavy to go toward a new design should that go forward and if not, it will roll into next year's capital reserves.

**GENERAL DISCUSSION:**

We have been able to accumulate some capital funds through past dues to enable us to fund some minor projects. If we get into major projects we may need to fund through additional assessments.

**ENTRANCE REDESIGN:**

Todd Ferris (Ferris Design) is the contracted landscape architect we are using. He is known in the area. He worked in Golf Village. We have not selected a landscaper. The preliminary design will be shared with the homeowners for approval.

Q-Is the new entrance design within the easements?

A-Yes, however the current layout is not. We will pull back the current serpentine wall to be within the easements.

Q-Is Todd supplying estimates?

A-We are trying to keep the cost to \$25,000 if possible (front entrance only). The other two entrances must be smaller and will not have irrigation or lighting.

**DUES:**

Collecting dues has increasingly become burdensome. Some homeowners have become lax to very tardy with their payments. The collection process going forward will be revised to solicit more timely payments.

Motion to approve the budget to include the funding of the street signs and street posts as submitted.

- Theresa Harris

Second – David Dragoni

Approved by voice vote

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Submitted by John Newcomer, Secretary

Approved by vote