

Rockwood Estates and Villas HOA Board Meeting Minutes

Meeting January 17, 2023

First Presbyterian Church, Paola @ 7:00 p.m.

Board Members in attendance: Pat Guest, David McIntire, Kimberly Triplett, Dennis Damron, Dawn Atwell & Lindsey Schultz

Members excused: Leslie Jennings

President Pat Guest opened the meeting at 7:01 p.m.

Agenda Items Discussed:

- 1) **Approval of Previous Meeting Minutes:** Reviewed. Moved by Dave to accept, 2nd by Dennis. Approved with unanimous vote.
- 2) **Election of Officers:** Discussed roles / responsibilities.
Pat will remain as President
Dave will remain as Manager & Treasurer
Dawn will remain as Secretary
Need a VP - Kimberly volunteered to serve as VP
Moved by Dawn to accept the slate of officers, 2nd by Lindsey, Approved by unanimous vote.
- 3) **President's Report:** Pat discussed the Annual Meeting from last month. Next year the ENTIRE agenda needs to be made to fit on one page. The attendees thought the meeting was over before we got to page #2 of items for discussion.
- 4) **Financial Statements:** Presented by Dave. Reviewed / Q&A / Discussion.
 - 1) Moved by Dawn to accept the 12/31/22 financial stmt presented. 2nd by Kim. Approved.
 - 2) 2023 Budget proposed. Discussed / adjusted / balanced after some changes. Kim moved to accept the 2023 budget as updated, 2nd by Dave. Approved.
- 5) **Committee Reports:**
 - a. **Architectural Committee:**
 - i) Estate Lot 68 (under construction) is asking to SEED rather than sod. Declined. SOD will be required on the entire lot.
 - ii) Estate Lot 4 (under construction) submitted exterior paint colors. Approved.
 - b. **Neighborhood:** Be sure to schedule the Garage sale a week PRIOR to the city spring clean-up event. Consider the Picnic at a time other than July 4th. Evaluate on the calendar.
 - c. **Commons:** Board asked Dennis to serve as Chair for commons committee. He agreed.
 - i) Update on playground tabled due to no bids received.
 - ii) Update on west walking path retaining WALL replacement. Bid rcv'd for \$16,920. We cannot afford that expense. Dennis will evaluate and try to work up another plan. He will evaluate the use of concrete blocks for the walls.
 - iii) Triangle piece West of Estate Lot 13. The Janes want to OWN that parcel, but they are not allowed to take ownership of it, per the City. (HOA must maintain it as greenspace.) HOA will continue with basic management. This space is included in landscaping bid for regular maintenance, like all the other regular grass in the common areas. There will be no

sprinkler system / we will not ask the neighbors to water this area. It may never look like a sodded yard. If a neighbor wishes to “adopt” this space, it is always encouraged.

iv) Noted that the City dug up the utility easement near the fire hydrant, the ground is rough and rocky after their work. Request a “fix it form” to be submitted to level it out and re-seed the area. Dawn will submit the form.

v) ETT Proposed Bid for grounds maintenance and snow removal. Discussed, we had questions about the figures on page 2 of the bid. We would like clarification on that data. There is another company (In Spring Hill) that we talked about that we want to get bids from. Dave will contact them.

vi) August Cul de sac Neighbors have been talking about a plan to do volunteer work on the island. They want to cut down a bad tree and remove bad shrubs. The timing for approval is critical, as the volunteers available to do the work have planned the work already. // Discussed, and approved to allow the neighbors do the removal maintenance on the island. However, a DESIGN PLAN needs to be proposed to the board before new installations are done.

David moved to approve, 2nd by Lindsey. Voted / approved.

d. Website: No new report.

6) Architectural Appeals: - None

7) Lot owner complaints: - None

8) Old Business:

a. Dave reported that the Millers have been issued 2 letters about the exposed propane tank, with no response. 3rd contact will be a certified letter.

9) New Business:

a. Violation Procedure – Board discussed the ideas from previous discussions. Kimberly has experience writing Policy materials. She offered to develop policy materials.

b. It was noted that we need a template for violation letters and the fine assessment schedule. We will work on this one we get the policy materials put together.

c. Articles of Incorporation need to be updated with current contact information on the annual report to be made to the State of Kansas – to be submitted by Dave. – Approved as submitted. Moved by Pat, 2nd by Dennis. Voted / approved.

10) D&R Revisions: Work to attain additional Affidavits.

11) Other Items: Discussed the options to change the monthly meeting night / time of the month.

Moved to Adjourn by Dave, 2nd by Dennis. Adjourned by Pat at 9:34pm

Notes captured by Dawn Atwell Secretary