**Rockwood Estates and Villas HOA Board Meeting Minutes**

**Meeting July 20, 2023**

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

**Board Members in attendance:** Pat Guest, David McIntire, Dawn Atwell, Lindsey Schultz, Kimberly Triplett, Dennis Damron. Guest in attendance: Corey Salter (Interested in joining the board.)

**Members excused:**  Leslie Jennings

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

Agenda Items for discussion:

**1. Approval of previous minutes:** Moved to accept by Dennis, Second by Kim. Voted. Approved.

**2. President Report**: Tonight is Manager Dave McIntire’s last night serving on the board. This meeting will document the transition of Board Member assignments.

New Manager for Rockwood HOA will be Kimberly Triplett. Bank accounts and other public access will be transferred to Kimberly Triplett as HOA Manager under the supervision of President Pat Guest.

New location announced for next month to be the Paola Country Club – dining room area.

**3. Financial Statements:** Discussion on two large expenses: #1 HOA was assessed with a water bill from the City representing 2 years of bills never presented to Rockwood HOA. Amount due was $6042.79 (We haven’t paid water bills for commons areas sprinklers in over 2 years.)

 #2 Large Office & Mailing expense for the printing and packaging of the new Deeds & Restrictions booklets. $382.94 total

After discussion, Moved to approve financials by Dennis, 2nd by Kimberly. Voted. Approved.

**4. Committee Reports:**

 **A- Architectural:**

i) Lot#E68 – Anderson. 2nd violation letter has been sent with impending fine. They told Dave that they have some money coming to them at closing soon. They will use that for Sod. (This is the time to file a lien on the property if they have a closing coming up. – Discussed.)

 ii) Lot#E25 – Janes – Submitted a landscaping installation proposal. Moved to accept by Dawn, 2nd by Dennis. Voted. Accepted. HOWEVER we still need them to submit an ACC form to disclose the stain color desired for the fence.

 iii) Lot E#32 Williams – Sidewalk concrete poured today. There are still water problems at the back that affect both the north and south neighbors. This is NOT due to any HOA negligence, but the building plan and permit approved by the City to make such a drastic change to the master grading plan without a water management plan requirement. The HOA BOARD wants it documented at this time, that the HOA will never be responsible for water issues relative to this, and surrounding lots in the future.

 iv) Lot E#58 – Clint Johnson has removed the window AC unit from the window upstairs.

 v) Lot E#51 – Triplett. Document submitted to add a cover to the patio. Picture offered to show how they would make it similar to the existing roof line. Will match shingles as close as possible. Moved to approve by Dennis. 2nd by Lindsey. Voted. Passed.

 vi) Lot E#22- Simbeck. Reviewed that they made a major landscaping change without getting permission. (They submitted the ACC form to get approval for an attached shed in the back, and most recently a tree installation.) Manager will mail them a letter reminding them that that work was done without approval, and to get approval on such major work in the future, as required by D&R. Discussion about what to do with the landscaping stones deposited on lot 21 next door.

 **B- Neighborhood:** Discussed and confirmed the two decisions from last month:

 i) 9-16 Picnic will be cancelled due to BOARD member / volunteer changes.

 ii) Fall Community Garage Sale will be cancelled due to BOARD member changes.

**C- Commons:**

i) Walking Path: There are some areas with significant cracks in the path. These specific areas need to be dug out and replaced. They can’t be “patched” anymore. HOA needs to get bids for these localized repairs. This needs to be discussed at the annual meeting as an upcoming expense item.

ii) Update on retaining wall (at west edge of subdivision.) Dennis discussed the plan for placing material orders and lining up rental equipment and labor for this work. Discussed the need for deposit money availability for these actions. Dennis will work with Manager on this. Construction should begin soon.

iii) Sidewalks and street gutters discussed as showing signs of deterioration in multiple areas. Dawn will submit “fix it” forms with the City of Paola to have them evaluate 3 specific sidewalk areas on Nicklaus Ct and Palmer Dr areas. (This is only the first submission. We intended to learn if the City will respond to this request for sidewalk repairs, or push back on who is responsible for sidewalk maintenance. ) There are other areas with trip hazards on the sidewalks around the subdivision to be reported later.

**D- Website.** Transition all Access info to Kimberly Triplet, taking over the manager’s role. She and President Pat Guest will now have control and access to the website and its management.

**5. Architectural Appeals:** - None.

**6. Lot Owner Complaints:**

 A – Utility Installation / flagging and work has been going on for the last few weeks by KwikCom in the subdivision to install Fiber Optic underground cable system.

i) Residents have been complaining about the paint markings in yards and on sidewalks… Both are temporary and will wash away.

ii) Villa residents complained that Flags in yards have been mowed over by the landscaping company with disregard. Manager will document and complain to the mowing company. Most of the utility work is done already in that part of the subdivision.

B – Some Villa residents complained that other Villa residents are not watering their sod, and their yards are dry and showing stress as brown and bare spots. Board reviewed the D&R to find that while MOWING is named as a lawn maintenance item, WATERING is NOT a requirement in the D&R.

The Manager will issue a letter pointing out the need to maintain a nice yard within the community, with a gentle request to water dry sod as needed.

 C – Another complaint from the Kuders on Nicklaus about weeds / mowing between their rear property line, the fence line, and the ditch. The board has heard this complaint before and advised that the HOA only pays for their property mowing, but that’s all. The HOA does not to the maintenance past the rear property line. They can privately hire for additional work to be completed if desired. If the City needs to do maintenance on the right-of-way, they will need to complain to the City.

**7. Old Business:**

A – Deeds & Restriction book was recorded with the County in the last month, printed and distributed to all residents. Board members attempted to deliver new book by hand to each home / lot owner. Those that could not be reached in person had the booklet mailed to their address of record.

 B – The ARC application form needs to be re-designed. Discussed proposed changes. Kimberly will create a draft for the Board to review.

 C – Board Meeting facility discussion. The Church is no longer available to host our monthly meetings. Homeowner / business owner Gary Hink has offered the Art Gallery on Wea St. AND

Kimberly Triplett, as a club member, proposed that the Golf Course dining room is available for meetings on Thursdays. Kimberly will make the arrangement with the club staff for us to hold next month’s meeting there.

8. New Business:

 A – Proposed adding a new BOD Member, Corey Salter from Eagle Court. He sat in on tonight’s discussions and participated in the meeting. Motion to accept new BOD member by Lindsey. 2nd by Dennis. Voted. Approved.

9. Other Items: None.

Meeting adjourned at 8:43pm