

Howe Farms BOD Meeting Minutes

July 19, 2023

Meeting called to order at 6:00 PM

Quorum

Mary Capone Justin Boone Gene Tromly Mark Wilhelm
Kathy Cato Taffy O'Neill Samantha Applin

Scribe

Samantha Applin

Hearings – There was one scheduled hearing.

Agenda – Approved

Review of Minutes from the May 17th, 2023, and June 21st, 2023, Meetings – The minutes were approved with revisions.

Reports:

- President – Mrs. Capone provided an update on the status of the submitted causes for termination that the management company is working to resolve. As of today's meeting, some of the issues have been corrected but there are still some unresolved items. Also, the management company is working to update the disclosure packets. She will provide any further updates as needed. In addition, the board discussed management company requirements from previous contracts, as well as the current contract. Further discussions may occur in the upcoming meetings. Mrs. Capone discussed the costs required to mail out the information regarding the special meeting (e.g., notice, agenda, and ballot). Although the board approved a motion to allow Everest to distribute the letters for the special meeting, ultimately, the board decided to do the mailing ourselves, which was an estimated \$200 cheaper. Mrs. Cato graciously volunteered to prepare and mail out the special meeting information. Mrs. Capone mentioned she would prepare new signs for the special meeting as well. Lastly, she introduced members of the welcoming committee, who were in attendance, and discussed their efforts on the welcoming baskets.
- Vice President – No report.
- Treasurer – Mrs. O'Neill reviewed the financials and provided an update to the board.
- Secretary – No report.
- Architectural Control Committee – Mr. Wilhelm provided a report on the status of active and resolved ACC violations. Several violation notices were distributed. Also, he informed the board about approved ACC requests.

- Common Grounds – Mr. Tromly informed the board about the new garbage regulations for Hampton residents, effective July 1st, 2023. He discussed trash disposal at the recreation area and proposed ordering one new trash can from the city to place near the playground/picnic tables. Also, he requested money for fence repair around the courts at the recreation area. Lastly, Mr. Tromly will contact an electrician regarding the outlet at the recreation area.
- Membership – No report.

Open Forum – There were six community members present. Two residents volunteered to redo the entrance to the Howe Farms Gardens area. The board approved of this request.

There were five members of the welcoming committee in attendance: Shaunda Major, Lashawnda Major, Ginny Tuttle, Christina Henderson, and Melanie Wilhelm. They discussed their efforts on the welcoming baskets for new residents and exhibited several samples with their proposed cost per basket. Some of the demo baskets included a household cleaning kit (\$25), plate arrangement (\$20), tea or coffee kit (\$20), tea mug (\$10), Starbucks cup (\$10), a holiday-themed/seasonal basket, and several other options. Also, they presented a sample of the Howe Farms personalized mug and a sample of the welcoming newsletter/booklet. The board approved their request for a maximum of \$35 per welcoming basket for new residents.

During open forum, Mrs. Capone discussed the success of the Howe Farms Movie Night. An estimated 84 people attended the event and there were no major technical issues, aside from setting up the projector. The event ended around 9:30 pm.

Members from the events committee were in attendance and provided details about the upcoming Back-to-School Night, scheduled for August 19th, 2023. The board approved their request for funding for this event. Some of the activities will include a bounce house, a dump tank, volleyball, cornhole, and much more. A fire truck and police car may be on display as well. As a reminder, the board previously approved a vote to extend the hours of the common area to wave sunset closure for days of community events. Also, the events committee and Mrs. Capone discussed making arrangements to bring food to the shut-in residents on the day of the event. The rain date is scheduled for August 20th, 2023.

In addition, the events committee discussed planning fall activities such as a scarecrow contest, chili cook-off, and caroling around the holidays. Due to the increase in community events, the board discussed increasing the membership budget for next year. Further discussions on the budget will occur in upcoming meetings.

Lastly, the board discussed the upcoming special meeting preparations, as well as the formation of a nominating committee (per the governing documents). The draft ballot was presented and several changes were recommended by Mrs. Cato. As a note, since there were no specifications for the basketball goal proposal, the board has the ultimate decision on the type and the height of the hoop if the vote is approved by the community.

Old Business

- A motion was approved by the board to have Mr. Tromly acquired several quotes to have the playground equipment professionally painted. Estimates will be provided to the board at the next board meeting.
 - The board approved a motion to allow \$1000 to Mr. Tromly to have Mike Harper paint and sand the playground equipment at the recreation area.
- A motion was approved by the board to insist that the management company do not charge late fees for the entire community due to several issues caused by the management company regarding distribution of annual dues.
- The board approved a motion to allow \$700 to Mr. Tromly to pay for the costs of plants and mulch at the main entrance flower bed and to have Harper Lawn Maintenance Company (Mike Harper, our current contractor) remove the juniper roots.
- A motion was approved by the board to allow Mrs. Capone \$50 to pay for food at the first community event.
 - The board approved a motion to extend hours of the Common Area to wave sunset closure for days of community events.
- The board approved a motion to allow \$100 (per post) to Mr. Tromly for the replacement of damaged street sign posts.

New Business

- A motion was approved by the board to allow Evernest to distribute the letters for the special meeting (~\$550-600).
 - Later in the meeting, the board decided to allow Mrs. Cato to distribute the special meeting letters.
- The board approved a motion to allow \$75 to Mr. Tromly to purchase one new trash can for the recreation area.
- The board approved a motion to allow \$700 to the volunteers for the Howe Farms Gardens entrance renovation (e.g., mulch, plants).
- A motion was approved by the board to allow \$150 to Mr. Tromly for fence repair at the recreation area.
- The board approved a motion to allow a maximum of \$35 per basket to the welcoming committee for new residents.
- The board approved a motion to allow up to \$1000 for the Back-to-School event.
- A motion was approved by the board to hold an information session prior to the special meeting. (The dates will be included within the same mailing as the special meeting.)
 - **Information Session – August 2nd, 6:00 PM, Recreation Area**
 - **Special Meeting – August 9th, 6:00 PM (Registration 5:30 PM), Recreation Area**

The meeting entered executive session 7:11 PM for discussions regarding specific ACC violations.

The meeting returned to regular session at 7:31 PM.

Items Reported from Executive Session – After executive session, the board voted to contact the management company regarding violations for the resident who was not present for their hearing, as well as continuing fines for an unaddressed violation. Also, the board voted to send a hearing notice to one resident for a repeated violation.

Meeting Adjourned at 7:56 pm.

The Special Meeting Informational Meeting will be held on August 2, 2023, at 6:00 pm.

The Special Meeting will be held on August 9, 2023, at 6:00 pm.

The next Board of Directors' meeting will be held on August 16, 2023, at 6:00 pm.