

Howe Farms BOD Meeting Minutes

September 20, 2023

Meeting called to order at 6:00 PM

Quorum

Mary Capone Justin Boone Mike Williams Mark Wilhelm
Gene Tromly Samantha Applin Kathy Cato

Scribe

Samantha Applin

Hearings – There were no scheduled hearings.

Agenda – Approved

Review of Minutes from the July 19th, 2023, August 2nd, 2023, August 9th, 2023, and August 16th, 2023, Meetings – The minutes were approved with revisions.

Reports:

- President – Mrs. Capone provided an updated on the management company. Several bids from other management companies were reviewed by the board, however, no decisions have been made at this time. More information will be provided in upcoming meetings. Also, Mrs. Capone discussed the formation of the Nominating Committee, which will be created in November, per the HFHA Bylaws (Article IV, Section 2).
- Vice President – No report.
- Treasurer – Mr. Williams, now serving as the Interim Treasurer, provided an update on the financials and his inquiries into past lawyer fees. The fees have now been correctly charged to the delinquent client(s), per the HFHA Rules and Regulations (Section VII – Enforcement), although not collected yet. During the discussion of funding for future community events, the board discussed proper ways of handling donations and increasing the budget for social events for 2024. Further discussions will occur in the upcoming meetings and during preparation of the budget for 2024. In addition, the board discussed the formation of a Finance Committee, per the HFHA Bylaws. Mr. Williams will be chairman of the committee. Lastly, Mr. Williams recommended the board table any discussion about reserve fund banking and investing until future meetings.
- Secretary – No report.
- Architectural Control Committee – Mr. Wilhelm reported that the ACC conducted an inspection last month. The inspection report was distributed to the board prior to the meeting. He received some feedback from residents who received violation letters, some of which resulted from delayed receipt of letters and/or verbiage of the violation. The board discussed the requirement of pictures for each violation for recording purposes and any

potential disputes. The ACC will provide any further updates regarding violations and recommendations for hearing notices in the upcoming weeks.

- Common Grounds – Mr. Tromly provided an update on several Common Grounds projects. He spoke with Mike Harper (Harper Lawn Maintenance Company, current contractor) about the painting of the playground equipment. The board decided to postpone the completion of this project until Spring 2024. Mr. Tromly mentioned his recommendations for the new lawn contract, as the current contract ends in December. The contract and requested services will be discussed and finalized in upcoming meetings. Mr. Tromly reported that the zipline, installed for the block party, will be removed in the coming weeks. Also, the board discussed repairs and modifications to the street signs to improve the aesthetics. Mrs. Capone spoke to the city about replacing stop and yield signs in the neighborhood. Once any repairs/modifications are completed, the city will replace the signs. Mr. Tromly proposed the addition of a portable pickleball net in the vacant court area (adjacent to the community garden). The board discussed the addition of several other recreational items to transform this area to a Kids Zone, but no decisions on the purchase of additional items were made at this time. The discussion about purchasing a sign for this court area were tabled as well. Lastly, Mr. Tromly informed the board that he will make his garage available for the upcoming monthly board meetings starting in November, similar to previous years. The start time of the monthly meetings will be adjusted to 5:30 pm for Winter 2023.

- Membership – Mrs. Cato and Mrs. Capone (Events Committee) discussed the upcoming community events for Fall/Winter 2023. There will be a Fall festival held at the recreation area that includes activities such as a chili cookoff, scarecrow contest, pumpkin egg hunt, s'mores, and much more. The tentative date and time for this event is Saturday, October 14th, 2023, at 4:30 pm. There will be a Friendsgiving Potluck tentatively scheduled for Saturday, November 11th, 2023. December events include a Howe Farms Night Out (December 9th), December Movie Night: Polar Express (December 16th), and the Annual Christmas Eve Parade (December 24th). Rain dates and additional details will be provided in the upcoming month(s). Mrs. Capone informed the board that there was a total of \$60 in donations for community events at the August movie night. The board discussed proper ways of handling this donation. Further discussion about budget increases for community events will occur in upcoming meetings. Lastly, the additional outlets and circuit breaker were installed at the recreation area in preparation for community events.

Open Forum – There were no community members present.

Old Business

- 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 allow \$150 to Mr. Tromly for fence repair at the recreation area.
- The board approved a motion to allow Mr. Tromly no more than \$100 to purchase a new sign for the community garden.

- A motion was made and approved by the board to reimburse Mrs. Capone \$60 for the purchase of floodlights at the recreation area.
- The board approved a motion to reimburse Mrs. Cato \$70 (to PAA) for the special meeting mailings.
- A motion to allow Mrs. Capone \$50 for the September movie night was approved by the majority of the board.
- A motion was approved by the board to allow up to \$600 to complete electrical updates and add LED lights to the picnic table area for community events.

New Business

- A motion was approved by the board to spend up to \$200 from the remaining block party funds to fund the Fall festival event and any related community activities (e.g., movie nights).
- A motion was approved by the board to transform the vacant court area (adjacent to the community garden) to a Kids Zone. There was one dissenting vote.
- A motion was approved by the board to allow Mr. Tromly \$150 for the purchase of a portable pickleball net.

The meeting did not enter executive session.

Meeting Adjourned at 7:25 pm.

The next Board of Directors' meeting will be held on October 18, 2023, at 6:00 pm.