

**ORCHARD HILL HOA
BOARD OF DIRECTORS
MEETING MINUTES
December 4, 2024
6:30 pm**

In-Person Location: Milford Public Library, Bailey Room

- **Call to Order: 6:42 pm** Mike
 - Attendees: Mike Maloney, Vice President, Jerry Slamka, Treasurer, Ardean Amato-Chase, Secretary, Patrick Gillion, Member-At-Large, Jen Lehman, Member-at-Large, attending virtually
 - Not in Attendance – Tim Metzger – President

Note: We could not connect to Tim's joint meeting account, so Patrick called Jen via FaceTime so she could join the meeting.

- **15 Minute Public Comment Period:** Homeowners
 - Homeowner – None Present

- **President Updates:** Not in Attendance Tim

- **Architectural Committee Updates:** Not in Attendance Tim
 - ARC approvals and denials

- **Vice President Updates:** Mike
 - Mike re: Annual Meeting to vote on 2025 Budget suggested we change the meeting to 1/29/25, to give us more prep time.
 - Mike also discussed having another Annual Meeting in Nov. to vote on the 2026 Budget before the new year starts and to elect Board Members, thereby getting us on a schedule to vote and approve the budget before the next new year starts.

Motion: Ardean made a motion to change the 2025 Annual Meeting to 1/29/25. Jerry 2nd: All Approved.

Action Items – Mike

- Check to see if the library is available 1/29/25, for our meeting

- Mike requested we accept the estimate for \$710.00, from Marshyhope for the irrigation repair of 3 – 1” swing joints, 2 irrigation heads type 65004 Rainbird series, & replace 1 section of 1 ½” pipe with a slip joint. Mike said it would take about ¾ of a day to do the work when they are available to do it.

Motion: Jerry made a motion to approve the estimate. Patrick 2nd. All Approved.

Action Items – Mike

➤ Verify Marchyhope irrigation work is completed

- Mike said we no longer have to call the City to turn off the water to the community because Marshyhope put in a valve for us to do it at our end. The length is 12”.
- Mike also mentioned we can look into other meeting places such as the Elks, the hospital St. John’s church (meetings were held there previously) and we should consider other days to meet, ex: Sat., Sun., afternoons instead of evenings.
- Mike talked about Lake Source spraying weeds. He asked them what they used and they sent the info the next day. Mike had a new request and they said no problem and kept the price the same, plus they will do a monthly inspection of the ponds. Mike asked Brandon about the condition of the ponds and he said they are good. Said there was deterioration our other company didn’t notice. In 15-20 years they may have to be dredged. Can’t guarantee pipes won’t deteriorate.

Note: Jerry mentioned insuring pond 3, for \$150,000, like another structure+ deductible. Will discuss further.

Motion: Jerry made a motion to approve the Lake Shore agreement. Patrick 2nd. All Approved.

- Mike reported back about the catch basin area near Ed Daino’s home. He said he spoke to Ed’s dad and Mike said he would check with Lake Source to determine if this would pose any potential problem. If not, with ARC approval, we could allow it. We could inform the lawn maintenance company not to cut the area and mark it off in some manner.
- Mike is working on getting bids for landscaping, may cost us around \$14,000

Action Items – Mike

➤ Check with Lake Source about allowing flowers around catch basin

Note: Jen mentioned that Ed Daino may want to join the Board

- **Treasurer Updates:**

Jerry

- We double paid the City of Milford \$12.29, and they gave us a credit.
- Jerry said there was a significant difference in interest paid to us by Citizens bank in Oct. vs Nov. He will check on it but says they are very slow in processing our financial transactions. Plus, they do not have a good interest rate on short term CD's. M&T has better rates. He is looking into moving our banking.

Action Items – Jerry

- Research new banks

Motion: Mike made a motion to approve the 2025 Budget. Jerry 2nd. All Approved.

- Jerry wants to move \$10,000, into reserves, instead of a monthly amount to invest it and get a better return.
- Costs for WordPress and Titan were reviewed. It costs us \$198. For Premium hosting, billed every three years. Next payment due 1/23/2027. It costs \$35.00 per email address. Currently we are being billed \$210. per year due 1/23/25. We will be adding about 3 new email addresses for the members-at-large = \$105.
- We discussed Jen researching the costs for using a QR Code to link to our site, JotForm costs for an online proxy, and Zoom for our meetings after Tim leaves.

Action Items – Jen

- Research costs for QR Code links, online proxy form through JotForm, and Zoom Meetings for non-profits
- Jerry discussed what our shared community costs are for. We are responsible for the ponds, signage, landscape, irrigation and insurance.
- Jerry is checking on insurance, deductibles and cost of living %

Action Items – Jerry

- Get insurance and deductible costs and cost of living %
- We discussed rising costs, repairs to the wooden signs, and pond repairs, as part of our budgeting for next year and 5 /10/20, years, down the road.

- Jerry and Patrick to put together charts showing costs with inflation and what we need to save per year to make repairs and keep a set amount in our reserve fund to show Homeowners at our next meeting.

Action Items – Jerry & Patrick

- Create a chart showing costs with inflation and what we need to save per year to cover them to show Homeowners at next meeting
 - Jerry said there are 5 owners that have not paid their dues in the last 1-2 years. One person received a legal notice on 5/1/24, to pay \$98.00 to remove the lien. In Nov. we received a check for \$217. From Joy McKinny and James Jones for \$198. - 19.00, fees = \$217.00, which Jerry deposited. We don't have any proof that Karon Coverdale paid anything in the last 2 years.
 - Our Dues Collection Policy for 2025 - Homeowners have until 1/31/25, (Payment must be post marked by 1/31/25) to pay their dues without a late fee (actually we are giving them till 2/15/25), then the late fee will be applied. After 2/15/25, the person will be referred to our attorney, and we will ask them to send a letter to the owner, saying they will notify your mortgage company that your HOA dues have not been paid. At that time additional costs may be incurred for legal fees, collection costs, interest and possible foreclosure.
 - Jerry is going to draft a letter to send to owners that have not paid their 2024/23/22, dues. It will state that we have not received payment and if paid, send proof for our records, or send full payment.

Action Items – Jerry

- Draft a late notice letter for 2024 dues owed

- **Secretary Updates** Ardean
 - None today.
- **Round Table/New Business:** All
 - January meeting date is 1/8/25.
- **Ongoing:**
 - Governing Documents
 - Rules Development
 - Board Roles & Responsibilities

Motion to Adjourn - Mike made a motion to adjourn. Jerry 2nd. All Approved.

- The meeting was adjourned at 9:46 p.m.

Signed by: Ardean Amato-Chase, Secretary

Date: January 14, 2025

Action Items

- **Mike**

- Check to see if the library is available 1/29/25, for our Homeowners and Board meetings
- Verify Marchyhope irrigation work is done
- Check with Lake Source about allowing flowers around catch basin

From 11/6/24

- Send a list of the current Board to the attorney

- **Jerry**

- Research new banks
- Draft a late notice letter for 2024 dues owed
- Get insurance and deductible costs and cost of living %
- Create with Patrick, a chart showing costs with inflation and what we need to save per year to cover them to show Homeowners at next meeting

From 11/6/24

- Research auditors
- Review pond catastrophe policies
- Set a date with Ardean to get her banking privileges after finding new bank

- **Ardean**

From 11/6/24

- Research to see if we could have the elections at the Budget meeting.
Check on quorum numbers needed for each
- Ardean to research costs of Venmo, PayPal, or QR code methods
also, not-for-profit community costs. She will report back in Jan.

- **Jen**

- Research costs for QR Code links, online proxy form through JotForm, and Zoom Meetings for non-profits
- Check if Ed Daino may want to join the Board

From 11/6/24

- Jen to research Google, WordPress and other Cloud storage options and see if we could access it from our email. She will report her findings in February
- Follow up to see if turning the notification feature on is an additional charge and to see if we want to use it. She will report back in February

▪ **Board**

From 11/6/24

- Review if they want their photos on the website

From 10/2/24

- Research feasibility of spaces set up to be community environmentally friendly areas

Ongoing:

- Governing Documents
- Rules Development
- Board Roles & Responsibilities