

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

In-Person Location: Milford Public Library, Bailey Room

• **Call to Order: 6:38 pm**

Tim

- Attendees: Tim Metzner - President, Mike Maloney, Vice President, Jerry Slamka – Treasurer, Ardean Amato-Chase, Secretary, Jen Lehman, Member-at-Large, attending virtually
- Not in Attendance - Patrick Gillion – Member-at Large
- Homeowner – Carolyn Baier and Rick Poltarak

• **15 Minute Public Comment Period**

Homeowners

- Homeowner – Carolyn Baier stated that she thought the Oct. 23, 2024 HOA meeting went well, but she wanted to state on the record that the previous Board did a lot of work and things for the community. She felt the board did not come across as doing a good job. She stated that:
 - They had a lot to catch up on when the previous Treasurer left.
 - The ponds were in a bad state.
 - The electric lights at the main entrance were installed plus, they got several estimates before deciding on a contractor.
 - They reinstituted the Beautification Committee.
 - They had social activities – Family Day and Movie Night.
 - The website wasn't easy to edit, and it wasn't getting updated quickly, so they did their research and found WordPress.
 - Carolyn made many calls about street and flooding issues, even calling Bryan Shupe.
- Tim replied he did not mean to infer that the previous Board did not do a good job.
- Carolyn said no offense was taken.
- Homeowner – John Klein said he has lived here for 12 years, and he has visited the website maybe 3 times. He likes the idea of a monthly electronic newsletter to keep homeowners up to date on things like Board meetings. This could push people to go to the website for more information.

- Jen stated that there is a feature in the website program that can be turned on to Subscribe to get a notification when something new has been posted.

Action Item - Jen

- To follow up to see if turning the notification feature on is an additional charge and to see if we want to use it.

- **President Updates:**

Tim

- Current Board Vacancies
 - 1 Member-at-large position still open.
- Ardean asked Tim for contact information regarding booking the room for Board meetings. It was discussed and the contact is a friend and it was believed we are not charged for the room. So, we will continue to meet at the library.

Motion - Tim asked for a motion to accept October, 2, 2024 Board Meeting minutes. Mike asked to correct Ed Daino Address to 24 Fairway St. not Ct. and on page 3, under Treasurer updates bullet point 2 - to add the word Proposed - to now read Steve has completed the 2025 Proposed Budget
Jerry made a motion to accept the minutes with the above changes, Jen 2nd.
All Approved.

Action Items - Tim

- To check on library availability for Dec. 4, 2024, 6:30 p.m. Board meeting and Jan 8, 2025, 7p.m. for the Budget meeting.

- **Architectural Committee Updates:**

Tim

- ARC approvals and denials
 - The fence at 4 Crown Circle. Chairman of ARC met with owner and through translation by children were able to complete the application and has the site plan. Miscommunication re: 6-foot fence height. Homeowners thought referred to width not height.
 - No other applications to approve.

- **Vice President Updates:**

Mike

- Mike withdraw his request to have a budget meeting in Dec. due to Board voting in Oct. to have the meeting in Jan. or Feb.
- Discussion re: proxy needed for the Budget meeting. Mike stated it only needs two boxes to check – Approve, Not Approve. more discussion be done at Dec. Board meeting.

- Briefly discussed, still having HOA meeting in April to elect the Board.
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- We would need to get info out on who is running. More discussion
- in December.
- Ardean asked if we could have the elections at the Budget meeting.
- Mike says we need two different numbers of people for quorum.
- Ardean will do some research about it.

Action Items

▪ **Mike**

- To send a list of the current Board to the attorney.
- To contact the City to turn off the water to the community. (last year we received a large water bill from the City for 5 months? because it is believed that we had a water leak) before contacting the irrigation company to turn off the sprinkler system, suggested turn off date Nov. 15, 2024.
- Mike to go and see the catch basin area near Ed Daino's home At 24 Fairway St. to see possibility of making it environmentally friendly.
- If we do not receive our class books for CAI, Mike to check on them next week

Action Items - Ardean

- Research to see if we could have the elections at the Budget meeting. Check on quorum numbers needed for each.

• **Treasurer Updates:**

Jerry

- Jerry agrees we need to set a date early in the year to approve the 2025 budget.

Motion - Mike made a motion to accept Jan. 8, 2025, as the date for the Budget Meeting, depending on library availability. Ardean 2nd. All Approved.

- Jerry reviewed Andrew C. Short's proposal for trimming bushes at both entrances, plus trimming Crepe myrtles & disposing of all waste. Cost \$500.00.

Motion - Mike made a motion to accept Andrew Short's proposal. Jerry 2nd. All Approved.

- Need to set a date with Ardean to get Banking privileges set up.
- Jerry wants all contractors to be licensed and insured and to get a copy of their business license if they get the job.
- Jerry wants to build the reserve hence the 10% increase in dues

Motion - Jerry made a motion to increase dues by 10%. Mike 2nd. All Approved.

- Started Budget review. Ardean asked for time to review. Will finalize review at December Board meeting. Need to get costs for Website and email. Also review allocations for Decorating the community. In addition check vendors on list to see if we are still using them.
- Jerry wants to build reserve funds, by moving money to better yield accounts and other suggestions/ideas to be discussed in Dec. meeting.
- Jerry asked for all invoices for CAI class from Board.

Action Items – Jerry

- Research Auditors in a month or by Jan.
- Review pond catastrophe policies
- Set a date with Ardean to get her banking privileges
- Find info on who the vendors are on 2024 budget

Secretary Updates

Ardean

Technology Committee

- Per Patrick, requesting 3 new email addresses, one for each of the Members-at-Large, and one to continue for the Outreach Project. Cost is \$35.00/year for each.

Motion – Jerry made a motion to approve the 3 new additional email addresses. Ardean 2nd. All Approved.

- Cloud Storage – Recommended technology changes quickly. CD's no longer used. Safety of storing data is better than just on computers or hard drives. Jen to research and report back in December.
- Use Venmo, PayPal, Cash, or QR code to make online payments. Ardean to research and report back in January.
- Do we want to add individual Board member photos to the website. Per Mike's request, we decided to put this off till the beginning of the year.

Action Items – Jen, Ardean, Board

- Jen to research Google and other Cloud storage options and see if we could access it from our email. She will report back her findings at the December board meeting
- Ardean to research costs of Venmo, PayPal, or QR code methods also not-for-profit community costs. She will report back in Jan.
- Board to review if they want their photos on the website next year

Committee Updates

- **Outreach & Communication** – Patrick unable to attend.
 - Patrick created new email account for Outreach,
 - Patrick provided for review, the Charter: Outreach & Communication Committee Info and a Complaint Resolution Guide. We will

Patrick

- discuss at the December meeting.
- Governing Documents – Ongoing
- Rules Development – Ongoing
- Board Roles & Responsibilities – Ongoing
- Request for monthly Board meetings to be voted on tonight

Motion – Mike made a motion to have the monthly Board meetings. Jerry 2nd. All Approved.

Motion – Jerry made a motion to have the next Board meeting on December 4, 2024. Jen 2nd. All Approved.

- **Round Table/New Business:** All
 - 2024 Annual Meeting Review – Any Action Items to resolve,- none.
 - Thank you, draft letter, to owners – Mike suggested putting it on the website.
 - CAI Membership for continuing training – Board felt it was not needed.
 - Tractor trailer parking on Elks Lodge Rd. at the main entrance, was brought to the attention of the Board at the Reconvened Annual Meeting. Homeowners felt it was dangerous as you could not see oncoming traffic and was a safety issue. Not knowing it was a homeowner, the police were called to identify the owner. He sent an email to the Outreach email upset at what happened. Tim is to respond stating the above.

Note:

- The Board reviewed the Reconvened HOA meeting minutes.

Motion to Adjourn – by Mike, 2nd Jerry. All Approved

- The meeting was adjourned at: 8:45 pm

Signed by: Ardean Amato-Chase, Secretary

Date: December 5, 2024

Action Items

▪ **Tim**

- Check on library availability for Dec. 4, 2024, 6:30 p.m. Board meeting and Jan 8, 2025, 7p.m. for the Budget meeting

▪ **Mike**

- To send a list of the current Board to the attorney
- To contact the City to turn off the water to the community (last year we received a large water bill from the City for 5 months? because it is believed that we had a water leak) before contacting the irrigation company to turn off the sprinkler system, suggested turn off date Nov. 15, 2024
- Mike to go and see the catch basin area near Ed Daino's home At 24 Fairway St. to see possibility of making it environmentally friendly
- If we do not receive our class books for CAI, he will check on them next week

▪ **Jerry**

- Research auditors in a month or by Jan
- Review pond catastrophe policies
- Set a date with Ardean to get her banking privileges
- Find info on who the vendors are on 2024 budget

▪ **Ardean**

- Research to see if we could have the elections at the Budget meeting. Check on quorum numbers needed for each
- Compose letter to send the HOA re: dues increase and collection of late dues processes and should include:
Dues of \$217.00 due 1/1/25, have till 1/31/2025, to pay
Email reminders to be sent 12/15/24 and 1/15/25. HOA can give payment to President, VP, Treasurer and Secretary or send them to our P.O Box.
Late fee is \$21.00, if not postmarked by 1/31/25. If not paid legal process by our attorney will start and include our attorney and court fees.
Letters to be sent by regular mail and email.
- Create the letter and invoice and mail.
- Research costs of Venmo, PayPal, or QR code methods also, not-for-profit community costs. She will report back in Jan.

• **Jen**

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

- **Board**

- Review if they want their photos on the website next year

From 10/2/24

- **Board**

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

- **Ongoing:**

- Governing Documents – Ongoing
- Rules Development – Ongoing
- Board Roles & Responsibilities – Ongoing