

**ORCHARD HILL HOA  
BOARD OF DIRECTORS  
MEETING MINUTES  
February 19, 2025  
6:30 pm**

**In-Person Location: Milford Public Library, Bailey Room**

- **Call to Order: 6:35 pm**

Mike

- Attendees: Maloney, Vice President, Jerry Slamka – Treasurer, Ardean Amato-Chase, John Klein, Member-at-Large 1
- Homeowner – None

**Review of 1/13/25 Minutes-** Mike wants Action Items as a separate document, not part of the minutes.

**Motion** – Ardean made a motion to approve the minutes, John 2<sup>nd</sup>. All Approved.

- **President Updates:**

- Current Board Vacancies – President, Member-at-Large 2 & 3

- **Architectural Committee Updates:**

Ardean

- ARC approvals and denials
  - Approved rear deck at 3 Pond Drive
  - Approved storm door at 8 E. Green Lane
  - Approved windows, door and shutter colors 4 Pond Dr.
  - John Klein has agreed to take over liaison position from Tim Metzner
  - John was asked to create an application form for ARC approvals
  - The Board is asking for a monthly report in writing each month on applications and approvals

**Action Items - John**

- Create form for ARC applications
- John to create monthly ARC reports

- **Vice President Updates:**

Mike

- Mike asked for approval for the Dark Green Landscaping proposal effective 3/1/25 – 12/31/25 for \$1,295.00/month. Contractor must submit an invoice for payment and we will pay on or before the 15<sup>th</sup> of the month.

**Motion** – Jerry made a motion to approve, John 2<sup>nd</sup>. All Approved

- April 9, 2025 is the date the Board decided on for the Homeowners Meeting to approve the budget
- Board reviewed and materials to be sent to the Homeowners

**Motion** – Ardean made a motion to approve the documents, Mike 2<sup>nd</sup>. All approved

• **Treasurer Updates:**

Jerry

- Jerry updated the payments received to date for dues. 22 have not paid
- Patrick and Ardean to send past due invoices to them

**Action Items – Ardean & Patrick**

- Create and send past due notices to 22 homeowners
  - Mike and Jerry to work on locating the Homeowner that is 3 years past due. Patrick previously stated in an earlier Board meeting that this started when the home was bought. Maybe they never received info about dues? Jerry has a phone number, and they will try to locate owner at another found address in Milford
  - Ardean will work on another homeowner who is past due two years

**Action Items – Ardean, Mike & Jerry**

- Ardean, Mike and Jerry contact past due more than a year homeowners
  - Jerry stated we have \$32,968.31 in the bank as of today including credit from the city owed to us
  - We have \$28,012.74, in the reserve. Jerry wants to put \$25,000, from that fund and \$10,000 from checking, for a total of \$35,000, into a CD that is under 12 months

**Motion** - John made a motion to approve the funds transfer, Mike 2<sup>nd</sup>. All Approved

**Action Items – Jerry**

- Jerry to move funds and report back as to length of CD
  - Jerry reviewed his research on catastrophic insurance for the ponds. He did not find any company that would insure them, except Nationwide, whom we are currently using at a cost of \$742.00
  - Jerry wanted to know what Lake Shore does every month and asked to be there next time they do their inspection. Mike will let Jerry know when the next meeting is so he can join them

**Action Items – Mike**

- Mike will let Jerry know when the next meeting is with Lake Shore

- There is a problem with Lake Shore payment. Jerry said we paid them every month last year according to our bank statement. They claim their records don't agree. Mike said he will provide a copy of the contract with Lake Source and the work service reports to Jerry.
- Jerry concerned we do not have the legal number of signs around the ponds, and if something happens, we can be sued. We only have one. He thinks we need 4 around the small ponds and more around the large pond
- Mike found our tax filing for 2022, but none for 2023 Or 2024. Mike said he will file for those years and get the necessary information from Jerry

### **Action Items – Mike**

- Provide a copy of the contract with Lake Source and the work service reports to Jerry
- File HOA taxes for 2023 and 2024

### **• Secretary Updates**

Ardean

- Received 2 contact forms from our website
  - Homeowner Comment – Website not working. I replied we have new person working on it and learning the software. Please be patient and thanked him for letting us know
  - Homeowner Complaint – Barking dog out in the cold and snow at 3 Pond Circle. Gave her city help line for animals and stated if she was comfortable, maybe she could talk to the neighbor about her concerns
- Presidents email – Mike said the emails were being forwarded to him

### **○ Technology Committee**

John

- John showed us a demo of new software he found called HOA Start. It would be a big help in managing our HOA. John to do some more research and testing and see if they have an email feature. Also, to check other vendors for price and feature comparison

### **Action Items – John**

- Test and research new software program for HOA

**Motion to Adjourn** – Ardean made a motion to adjourn, Mike 2nd. All Approved

- The meeting was adjourned at 9:03 p.m.

Signed by: Ardean Amato-Chase, Secretary

Date: March 13, 2025