

**ORCHARD HILL HOA
BOARD OF DIRECTORS
MEETING MINUTES
January 13. 2025
6:30 pm**

In-Person Location: Milford Public Library, Bailey Room

- **Call to Order: 6:32 pm**

Tim

- Attendees: Tim Metzger, President, Mike Maloney, Vice President, Jerry Slamka, Treasurer, Ardean Amato-Chase, Secretary, Patrick Gillion, Member-At-Large, Jen Lehman, Member-at-Large, John Klein – Applying for Member-At-Large

- **15 Minute Public Comment Period:**

Homeowners

- Homeowner – Elaine Wilson – Virtually
 - Nothing to comment on, just wanted to learn about the meetings,
- Email from Homeowner Lisette Gilbert.
 - Lisette shared an online conversation with John Mitchell from Shawnee Acres HOA about why their roads were salted and cleared, compared to the poor job that was done in our community. The streets were cleared much better three years ago.
 - The response was their roads are overseen by state, ours are by the City.
 - Patrick suggested we contact the city to let them know this was unacceptable as citizens and homeowners and we could let the community know we did that.
 - Tim said there are city council meetings where the public can speak For 15 minutes at the beginning. They meet on the 2nd and 4th Mon. Every month.
 - Ardean asked if we wanted to send a rep from the board.
 - Patrick said the parking issues we are having could piggyback on this issue as well. He said he had done some research as has Mike on parking on both sides of our streets and on the circle. That we should let the community know we are working for them. Mike said the city clears the main streets first, doesn't think we should complain to the city unless the whole community wants us too.
 - Jen said she called the city last time and complained that the school bus couldn't get through with only one lane plowed. So they plowed again. She also stated that due to cars being parked on both sides of the circle, the school busses do not go around the circle

just to the left of the main entrance and leave by the back entrance now.

- A survey was suggested to be sent out to the community to see if they agree about the snow removal.
- Mike suggested we have a page on the website for comments from homeowners.
- Jen mentioned that Homeowners can subscribe to our website and be notified via their email of changes to it. As well as the latest info such as the Board meeting having to be rescheduled due to the weather last month. Subscribers can post as well if we unlock that feature.
- Jen said she is monitoring views now and responses. She started it on the 19th and so far, there were 14 views. It was thought if we keep this feature we should inform the Homeowners at the next meeting.

Action Items – Board

- Discuss the pros and cons of 2 way postings and who would monitor/reply to them
- Inform the Homeowners if this option is approved

Motion: Mike made a motion to approve the December 4, 2024, Board Meeting minutes. 2nd by Jen. All Approved.

- **President Updates:**

Tim

- Tim is officially resigning, this is his last meeting as President. He said at the next Board meeting the VP continues his role. Currently John Klein is running for Member-At-Large position which should give us 6 Board members.

- **Architectural Committee Updates:**

Tim

- Tim is also resigning from the ARC committee and as liaison to the ARC Committee. We asked him to continue for at least one more month to be the liaison until we can find a replacement. He agreed.
Tim said there are 5 ARC committee members. Did not give names.
ARC process is Homeowner submits a request for ARC approval by email. The liaison reviews the application to make sure all necessary information is provided, then forwards it to Ken the ARC Committee Chair. Ken reviews the application and sends it to the ARC Committee. Their decision is sent to the liaison, and he sends it to the Homeowner and reports to the Board on the decision as well as what is pending, or what needs more information at our monthly Board meetings.
- ARC Report from Tim
 - Last month we had a fence request.
 - Storm door on deck – ARC needs more info so was not approved. they are requesting site plans from the contractor.

- There was vandalism at one home – broken windows.
- Jen asked once a project is approved by ARC how long is it good for.
- Tim explained it is good for 1 year, because City permits dictate when the project is complete. Sometimes materials are ordered, models change original materials not available, these can hold up process too.
- Mike asked Tim for the result of the Mistretta issue and Tim said they resolved it through mediation. The first solution was too expensive, so another was suggested.

Action Items – Board

- Find a new liaison for the ARC committee

- **Vice President Updates:**

Mike

- Mike nothing new to report on his topics.
- Mike thinks the upcoming Homeowner's meeting should be called a Special Meeting to approve the budget. There is much discussion but all of the other Annual meetings have approved the budget and/or held elections.
- We briefly discussed having elections at the meeting in October.
- Patrick says that we should outline our vision/mission for the year at the meeting.
- We discussed changing the meeting date. We need to approve the Proxy, and information page and any other info we want to send by email and/or hand deliver. We have to give at least 10 days notice, so we need to make a decision fast, to make our original date.
- All are to review the meeting announcement and other doc - proxy, info sheet, this week to see if we can meet the meeting date announcement 10 day minimum deadline for the meeting tentatively scheduled at the end of the month

Note: Ardean asked if Jen could update us next as she must leave the meeting early. Tim agreed.

- **Technology Committee**

Jen

- Jen reported that the 9 email addresses including the 3 new Member-At-Large have been paid for with the credit card Jerry provided, for the next year.
- She has not finalized the electronic proxy, it can be finished when it is finalized.
- She will forward us info on costs for Jotform, the company she used. We are currently on the free level with 100 responses max? There are more levels for more needed forms and higher response levels with a monthly charge. There is 30% off for non-profit organizations but they have requirements. We need to get more information.

Action Items – John

- Research Jotform costs and plans before the next Homeowner meeting

- Jen also mentioned with Tim resigning we no longer have access to his meeting link to have people/Homeowners attend our Board meetings or other meetings virtually.
- Jen said she has a Zoom account and it is free for 45 minutes. You can log in again and continue after the initial 45 minutes. We need to also see if people can dial in if they don't have a computer.

Action Items – John

- Research online meeting programs before next Board meeting!
 - Jen was able to change the owner of our website. It is now linked to another email address: orchardhillmilford@gmail.com
 - We can get in and make payments and changes as necessary.
 - Jen stated she is resigning as of January 31, 2025.
 - Jen said we also need to check if we send emails from our personal accounts to our Titan email account and an autoreply message is sent, does that count towards our total number of emails we are allowed to send? Does that also apply to ARC and Outreach autoreplies?

Action Items – John

- Check on autoreply emails and if they count toward our max number of emails we can send

Treasurer Updates:

Jerry

- Jerry wants to replenish our reserve fund. Suggesting 5% increase yearly to reserves and we should propose it to the Homeowners.
- Mike asked about savings vs reserves.
- Jerry said once we have a yearly budget, if we meet our yearly goal any other money will go to the reserve fund. The assessment should also go to the reserve fund.
- Jerry received a quote for catastrophic insurance of \$742.00/year, for \$150,000, coverage. He feels this is high and will do more research.
- Currently we have Nationwide Ins. – what do they cover? Deductible \$742.00/yr? They have increased costs this year.
- It was questioned if the Big Pond (Fairway & Green), collapsed would \$150,000, cover the repairs.
- Tim said that amount may be low. It has a clay trench and is 12 – 16 feet deep. It was suggested that we illustrate and explain the ponds to the Homeowners at the next meeting so we all understand why they are important and costs for repairs.

Action Items – TBA

- Create illustration of the ponds and how they work for the next Homeowner's meeting

Action Items – Jerry

- Research more companies for catastrophic insurance
- Check Nationwide for coverage and deductible
- Dues - as of today, 77 people have not paid.
- Total collected so far \$24,634.00.
- Jerry goes to the P.O. Box 1 – 2x per week to pick up mail and checks.
- Jerry to compose past due letter to be sent 2/1/25, we have not received payment,
- Mike to draft second letter, pay by 2/15/25, or you will be turned over to our attorney. Plus add late fee?

Action Items – Jerry

- Compose first late notice – we have not received payment

Action Items – Mike

- Compose second late notice – pay by 2/15/25, or you will be turned over to our attorney. Plus add late fee?

Action Items – Jerry & Patrick

- Research to make sure we have owner/owners names correct to send to attorney to place a lien on the property. Send registered mail?
- Taxes need to be filed this year by 4/15/25.
- Jerry can't find any records that taxes were filed for 2023 & 2024.
- Jerry to find an accountant to do our taxes.
- Jerry will check collection fees for our attorney.
- Jerry's Financial strategies to avoid assessments:
 - Increase reserve
 - Work on 10 year plan
 - Cola increases?
- Need letter for people who under/overpaid?

Action Items – Jerry

- Try to locate old tax forms for 2023 & 2024
- Jerry to check with our lawyer as to what their collections fees are

- Compose letter for underpayment or overpayment?

Motion: Mike made a motion to approve John Klein to be a Member-At-Large.. Ardean 2nd.

All Approved.

- **Secretary Updates** Ardean
 - None today.
- **Round Table/New Business:** All
 - February meeting date is 2/12/25,
- **Ongoing:**
 - Governing Documents
 - Rules Development
 - Board Roles & Responsibilities

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

- The meeting was adjourned at 8:46 p.m.

Signed by: Ardean Amato-Chase, Secretary

Date: February 20, 2025

Action Items

- **Mike**

- Compose second late notice – pay by 2/15/25, or you will be turned over to our attorney. Plus add late fee?

From 12/4/24

- Check to see if the library is available for our Homeowner's 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 more companies for catastrophic insurance
- Check Nationwide for coverage and deductible
- Compose first late notice – we have not received payment
- If still no payment Jerry and Patrick to research to make sure have owner/owners names correct to send to our attorney to place a lien on the property. Send registered mail?
- Try to locate old tax forms for 2023 & 2024
- Jerry to check with our lawyer as to what their collections fees are
- Compose letter for underpayment or overpayment?

From 12/4/24

- 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**

- Try to locate old tax forms for 2023 & 2024

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.

- **John**

- Research Jotform costs and plans before the next Homeowner meeting
- Research online meeting programs before next Board meeting!
- Check on autoreply emails and if they count toward our max number of emails we can send
- Research costs for QR Code links
- Research Google, WordPress and other Cloud storage options and see if we could access it from our email.
- Follow up to see if turning the notification feature on is an additional charge and to see if we want to use it.

- **Board**

- Discuss the pros and cons of 2 way postings and who would monitor/respond to them
- Inform the Homeowners of this feature – when and how
- Find a new liaison for the ARC committee
- Create illustration of the ponds and how they work for the next Homeowners meeting
- Check if Ed Daino may want to join the Board

From 11/6/24

- Review if Board wants their photos on the website

From 10/2/24

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