

**ORCHARD HILL HOA  
BOARD OF DIRECTORS  
MEETING MINUTES  
March 12, 2025  
6:30 pm**

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

- **Call to Order: 6:34 pm**

Mike

- Attendees: Maloney, Vice President, Jerry Slamka – Treasurer, Ardean Amato-Chase, John Klein, Member-at-Large 1
- Homeowner – Carolyn Baier – wanted the Board to be aware of the leaking trash/recycle truck. It is a biohazard and can make pets sick. It also makes the community roads look bad. Mike said he would like to set up a meeting with our Representative to discuss this issue as well as the storm drain's asphalt is sinking causing a tripping issue. It was suggested that we could go to a city Council Meeting and at the open session bring our concerns up as homeowners. Carolyn said she would go as did John and Ardean.

**Review of 2/19/25 Meeting Board Minutes-**

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

- **President Updates:**

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

- **Architectural Committee Updates:**

John

- ARC approvals and denials
  - Approved roof at 6 Crown Circle
  - Broken window near pond was repaired
- John reported that he spent two hours with Tim Metzner going over the responsibilities of the ARC Liaison. He is hoping to meet with Ken the Committee Chair soon.
- John is researching and testing a new HOA platform that would enable homeowners to fill out forms for ARC requests.

- **Vice President Updates:**

Mike

- Mike asked for approval for the Dark Green Landscaping invoice for \$500, to clean up the beds by the entrance signs, cut the shrubs and trim the bushes.

**Motion** – Mike made a motion to approve, Dark Green's invoice for \$500, Ardean 2<sup>nd</sup>. All Approved.

- Mike also made a motion to approve Dark Green's \$200. proposal for stirring up the mulch around the trees in the circle and not adding more mulch. It was discussed and John volunteered to do it. A vote was taken and the Motion was not approved.
  - Mike discussed replanting the island plants at the main entrance. Some thought the lilly's that are there now looked messy. Ardean thought they looked fine. It was decided to look for other plants.
  - Mike stated that he sent an email to set up a meeting with our lawyer about the delinquent homeowner dues and other matters.
  - Mike also stated that he had 2<sup>nd</sup> thoughts about any homeowner planting around the drainage pond behind 25 E. Green Lane, because it might interfere with drainage. He thought it was not allowed by our bylaws. We discussed getting information as to the types of plants that would help with erosion and not interfere with drainage. Mike suggested Jerry look at the pond and search the governing documents for any restrictions.

**Action Items – Jerry**

- Check out pond area to see if plants are an option and review governing docs for any restrictions.

- **Treasurer Updates:**

Jerry

- Jerry updated the payments received to date for dues. 9 have not paid.
- It was discussed that we will divide up the 9 homeowners and go to their homes to see if we can collect the dues.
- It was suggested to ask the lawyer about sending a letter stating the homeowner will be charged fees.  
Mike checked on the homeowner that is 3 years past due seems it started after the purchase of the home. There is no new info in the tax records as to the owner,
- Jerry said one homeowner overpaid. He said he could stop by and give them a refund check.
- Jerry said he transferred \$25,000, to checking to add to the purchase of a \$35,000, CD. He is waiting for the bank to transfer the funds.
- Jerry has an auditor that checks his books that is reasonable. He said that

Steve thought \$2500, was missing but Jerry did not find it in his search of 2024 documents. Mike said if Jerry is satisfied that nothing is missing that would be fine.

- Mike stated that Lou did the 2022 taxes for the HOA, and he was going to follow what he did for the 2023 and 2024, taxes and hope all will be well.
- Jerry said he got a letter from a lawyer for 3 Iroquois that is for sale asking if any dues were owed. He said they paid for this year and will send a letter to their lawyer letting them know.
- Jerry said he will create charts for the Annual Meeting to show cost of living increases for the next 10 years with various assessment percentages to explain why we need assessments to add to the reserve.

### **Action Items – Jerry**

- Check with lawyer re: late dues letter
- Find out how many warning signs we need around the ponds
- Work on cost of living charts for the Annual Meeting

- **Secretary Updates**

Ardean

- Sent “Save the Date” email to the Homeowners with info for the upcoming Annual Meeting. Also created and mailed “save the date” post cards for the homeowners that we do not have email addresses for.
- Provided the Board copies of the documents to approve, providing more info to be hand distributed to the homeowners about the April 9, 2025, Annual Meeting. They included: doc announcing the Annual Meeting, info sheet about what annual meetings and proxies are for, a proxy and the request for volunteers and Board members. The Board made some minor changes, and approved all, to be delivered on or about 3/22/25.
- I asked, if we could include a letter asking for Board members and volunteers in the information we are handing out for the Annual Meeting. It was agreed I could.

### **Action Items – Ardean**

- Send proxy to John to create the online version through JotForm
- Create a volunteer letter asking for Board members and volunteers to be hand distributed with the Annual Meeting docs.
- Create flow chart of ponds with John
- Check on cost for 2 community announcement signs. Letters to be at least 4” high
- Work with John on shard drive testing

**Motion – Mike** made a motion to designate \$500. for Ardean to buy the community signs. Jerry 2<sup>nd</sup>. All Approved.

- **Technology Committee**

John

- John discussed the HOA Start software giving us more info as to how it could help us and save time. We asked him to get a 2nd quote and see how it compares.

**Action Items – John**

- Create online Proxy through JotForm
- Work with Ardean to create a pond diagram
- Work with Ardean on a shard drive testing
- Post online, that Dark Green is going to be putting down pre-emergent around the trees in the circle this week

- **Communication Committee**

Ardean

- Ardean discussed that she and Patrick, who is on the Communication Committee had some email problems and discussed some of the issues at the post office with mailing late dues letters. Mike suggested we draft rules for this committee and was willing to help

- **Activities Committee**

Ardean

- Ardean looking into Easter activities for kids

**Action Items – Ardean**

- Create ID badges for the Board to use when handing out info to the homeowners
- Research Easter activities for kids
- Contact potential Board candidates, that Patrick knows and Ed Daino

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

- The meeting was adjourned at 8:35 p.m.

Signed by: Ardean Amato-Chase, Secretary

Date: April 3, 2025