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**FOXCLIFF ESTATES SOUTH HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
MARCH 12, 2008**

OFFICERS/MEMBERS PRESENT: **Bob Altizer
Doug Garrison
Calvin Kelly**

ASSOCIATION MANAGER: **Carolyn Holland**
LEGAL COUNCIL: **Rod Bray**

Guests: **Bonnie Kohl** **Lori Engle**
 Rosemary Altizer **John & Gloria Bunnell**

Bob Altizer called the meeting to order at 7:00 p.m., establishing a quorum.

Agenda – Bob Altizer requested that item X-B Renter’s Rights to Pool/Tennis Courts be removed as the covenants addresses this issue. Bob Altizer requested that item F (Newsletter Proposed Action) under new business be removed at this time. Bob Altizer requested that two items be added under new business; H – Operating Policy 08-01 and I – Rental request of office. Calvin Kelly made motion and Doug Garrison seconded to approve the agenda as amended. Motion carried

Minutes – February 10, 2008 Annual Minutes – Calvin Kelly made motion and Doug Garrison seconded to approve with an amendment to remove Doug Garrison’s name under Officers Present. Motion carried.

Minutes – February 13, 2008 Special Meeting – Doug Garrison made motion and Calvin Kelly seconded to approve as written. Motion carried.

Treasurer’s Report – Bob Altizer presented the Treasurer’s report in Chuck Molzon’s absence.

Committee Reports:

Clubhouse/Pool/Tennis Courts

Water Faucet – Calvin Kelly made motion and Doug Garrison seconded to accept bid from Smith Plumbing Services to install outside all faucet at clubhouse at a cost of \$210. Motion carried.

Telephone Extension – Calvin Kelly made motion and Doug Garrison seconded to install telephone extension in main public area of clubhouse at a cost of \$50 and to attempt to block long distance calls, and to amend rental contract making renters responsible for any phone charges incurred during an event. Motion carried.

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Pool Hours – Board validated pool season to be from the Saturday before Memorial Day (May 24) to Labor Day (Sept. 1), coordinated electronically, all Board members concurred.

Tennis Courts – Calvin Kelly made motion and Doug Garrison seconded to accept the bid from Harris Barrier Corporation to fill cracks and paint on surface of tennis courts at a cost of \$2240. Motion carried.

Social Committee:

Easter Egg Hunt – Board validated the e-mail coordination to spend up to \$250 for the 2008 Easter Egg hunt and that the event will be run in conjunction with Foxcliff North. All members concurred.

Board Meeting Refreshments – Calvin Kelly made motion and Doug Garrison seconded to approve spending no more than \$30 for Board meeting refreshments. Motion carried.

Consolidate Bank Account/Association Credit Card – Calvin Kelly made motion and Doug Garrison seconded to do the following with regard to the Association's bank accounts:

- Maintain Harris Bank accounts for checking tied to interest bearing savings account containing Operation Contingency Fund and operating funds;
- Open a brokerage account at Fifth-Third bank to hold all capital asset reserve funds;
- Close the Home Bank and Charter One Bank accounts, dispersing funds as outlined above;
- Obtain a Fifth-Third Business Card (Credit Card) with a written policy to be established governing use;
- Change existing Fifth-Third account for construction bond funds to earn a more competitive interest rate;
- Fund annual reserve accounts soon in the fiscal year at the recommendation of the FESHA Treasurer with Board approval.

Motion carried.

Association Audits – Calvin Kelly made motion and Doug Garrison seconded to amend the audit policies to conduct a full audit every three years with an informal review in the interim years. The implementation of policy to be at the recommendation of Treasurer. Motion carried.

Operating Policy 08-02 Limitations of Conduction of Association/Board of Directors Business Electronically. – Calvin Kelly made motion and Doug Garrison seconded to approve with the following changes: The generation of motions with a financial obligation of \$100 or less was changed to \$500; and,

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copies of the e-mails pertaining to motion must be retained in the association office. Motion carried.

2008 Mileage Rate – Board validated the e-mail coordination to increase the mileage rate for the association office manager from 40.5 cents per mile to 50 cents per mile. All members concurred.

Skaggs Lawn Care Bid – Calvin Kelly made motion and Doug Garrison seconded to accept the bid from Skaggs Lawn Care in the amount of \$2604.21, to perform the core aeration (fall), seed with weed control subject to treasurer's input. Motion carried.

Operating Policy 08-01 – Financial Management – This item was tabled until Treasurer could be present to discuss.

Rental Office request – This item was tabled until the next meeting.

Adjourn – Doug Garrison made motion and Calvin Kelly seconded to adjourn meeting at 9 p.m. Motion carried.

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FESHA Board of Director: March 12, 2008 Association Manager's Report

General Activity for January and February

- a. Received and booked clubhouse rentals.
- b. Worked with Rod Bray on Delinquencies
- c. Prepared letters to title companies for closings.
- d. Prepared checks for payment of invoices
- e. Updated Website
- f. Received and Posted Annual Dues
- g. Invoiced Advertising Customers
- h. Worked on Directory
- i. Assisted Officers in preparation of annual meeting
- j. Assisted in securing information for newsletter
- k. Secured new signature cards for bank accounts
- l. Assisted in mailing of RFP's.
- m. Prepared building control letters to members.

Delinquency Report –We have collected all monies for 2007 on all accounts with the exception of Lot 898. Have turned over to Rod for further action.

2008 Dues are coming in well. However, I have mailed 43 statements for past due 2008 dues.

Computer Repair - Last, but not least, I want to thank both Ed Alexander and Maggie Mejia for all their time and efforts in assisting with the repair of the association computer.

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BCC REPORT –March 12, 2008

- 1. Rex Padgett home (lot 279) is complete and the Padgetts have moved in. We have gained approval to return the \$4,000 building deposit as Rex has given commitment to have the landscaping done by June 1. I have not executed the action awaiting installation of a mailbox and removal of a tree stump and other debris in the front yard.**
- 2. The Lance Speelmon home (lot 711) is moving slowly but progress is being made**
- 3. The Vic Spina Custom Homes house on Southampton is progressing nicely. The exterior is ready for brickwork and roughing in is underway inside the house.**
- 4. The garage additions of Joe Stevens (lot 946) and Brandon Ingle (lot 945) are both processing at the same rate, which is acceptable. They both should be completed in three weeks or so.**
- 5. The garage addition of Mark Dodson (lot 703) has not begun as the homeowner and builder are locating acceptable brick. I have asked Mark to withhold making deposits until they determine acceptable brick can be found.**

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Clubhouse Report – March 2008

No significant changes at the Clubhouse.

Contacted Allison Farms Lawns & Landscaping Services concerning installation of walkway from parking lot to pool deck area. Determined that the contract did not include the cost of replacing the drainage pipe underlying that area. No determination of added cost. Work will start when weather permits.

Continue to have water seepage into basement. Reference Action Item 11.12.02, Estimate for Eaves on Clubhouse, recommend closing with no action. In my estimation, building the eaves will have minimal impact on the amount of water at the base of the foundation. Recommend opening an action item to obtain estimates to excavate the basement wall, install a drainage system, and waterproof the exterior wall.

Propose installing a phone in the main level public area using an extension off the DSL/pool phone line. Estimated cost is less than \$50.

Seeking volunteer to rebuild the case at front door. Commercial replacement cost for similar sized (24 x 36) outdoor metal case between \$385 - \$500.

Received two bids to install outside water faucet on the west wall of the Clubhouse –

- \$350 (includes repair of toilet in upstairs men's room)
- \$210 plus \$50/hour for additional work to repair toilet in upstairs men's room.

ACTION REQUIRED:

1. Approve expenditure to purchase and install telephone extension in main level public area, not to exceed \$50.
2. Approve bid / award contract to install exterior water faucet and repair men's room toilet.

Pool Report – March 2008

Reviewed contract with Indianapolis Pool Management. Adjusted pool opening and closing dates from Memorial Day to the Wednesday after Labor Day to the Saturday before Memorial Day (May 24th) to Labor Day (September 1st.) This action was coordinated with the Board via email. Spoke with IPM manager concerning high water bill last year, over \$800 for one month. I asked if there was a leak or if the excessive water usage was caused by operator error. He advised me that there was no indication of a water leak when they closed the pool last season. They will complete a leak check well before the planned opening so we can repair any leak if one exists. I advised him that we do not feel we should pay for excessive water usage caused by "operator error." He agreed. Applications for lifeguards may be obtained from Mrs. Holland.

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ACTION REQUIRED:

1. **Confirm email coordination to amend IPM contract to update pool opening and closing dates.**

Tennis Court Report – March 2008

Did a quick visual inspection of the fence surrounding the tennis courts. It appears that several of the fence posts are in need of repair or replacement. Coordinated with Board to develop and send a Request for Proposal to repair and recoat the fence. Awaiting replies to RFP. This project is funded and scheduled for 2008 using tennis court reserves. CAM cost estimated at \$8000.

Coordinated with Board to develop and send a RFP to repair the cracks in the tennis court surface. Awaiting replies to RFP. This project is not scheduled in the CAM plan until 2010 at an estimated cost of \$5830. Due to severity of cracks and potential impact on safety (not to mention playability of the courts), I submit the project be completed as soon as possible.

Pending review and approval of a vendor to fix the fence and repair the cracks, anticipate opening the tennis courts for use either by mid to late March, depending on the weather or when work is completed.

ACTION REQUIRED:

1. Confirm email coordination to prepare and send RFPs to recoat/repair tennis court fence and repair cracks in tennis court surface.
2. Approve vendor / contract to recoat/repair fence surrounding tennis courts
3. Approve vendor / contract to repair cracks in tennis court surface

General CPT Comments – March 2008

A long list of potential projects for the clubhouse, pool, and tennis courts had been developed and prioritized by the previous Board. I have added a few items to that list. Where possible we should develop estimates on each of these items and then prioritize them based on perceived benefit to the community, need, and cost. These should then be melded in with other projects throughout the neighborhood based on their benefit, need, and cost. I propose that we try to complete this by June of this year so it can be folded into building the 2009 budget.

Social Report – March 2008

First, we are looking for new volunteers for the Social Committee.

Secondly, we intend to continue with many of the same social functions as we conducted last year. The first is the Easter Egg hunt on Saturday, March 15th starting at 11:00 am.

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The hunt will be held in conjunction with Foxcliff North at the Manor House. Hopefully the event will go well and foster a closer sense of community and cooperation between Foxcliff North and Foxcliff South.

Finally, I propose that, out of the Social Committee budget, we provide coffee, water, sodas, and cookies at Board meetings. Hopefully the allure of free snacks may bring out more members.

ACTION REQUIRED:

1. Approve email coordination to spend up to \$250 for the Easter Egg Hunt
2. Approve up to \$30 for refreshments at Board meetings

Request approval to revise and edit these reports prior to submission / publication in meeting minutes.

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FOXCLIFF SOUTH CASE REVIEW

March 6, 2008

LEGAL ISSUES

ENGLE, VOGEL AND HUELSTER et al

The January 11 deadline for the homeowners to file a petition for rehearing or transfer passed with no further filings. The case is officially closed and the original order from Superior Court #2 remains in force. The Association does not need to take any further action.

COLLECTIONS 2006

Lot #517, 717, 906, &907 Amount owed: \$1,952.00 (\$488.00 ea lot) We have judgment of \$2,272.00. A hearing was held on Dec. 4, 2007. Dean failed to appear. On Dec. 18th, we received \$1000.00 from Defendant toward this judgment. I will continue to try to collect the remaining balance.

COLLECTIONS 2007

lot 521

\$554.95

No additional payments have been made since October '07. The balance is \$104.95. The wife of the owner has been paying, but she refutes the remaining balance of \$104.95. She said she received an invoice for \$450.00 and that is all she is going to pay.

OTHER:

Cecil Koger:

On a number of occasions, I have asked the attorney for Cecil Koger whether Mr. Koger would be willing to just deed lot 898 to the Association. I have not yet received an answer.

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	<u>Current Month</u>		<u>Year to Date</u>		<u>Annual Budget</u>
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Total Revenues	\$33,842	\$24,844	\$33,842	\$24,844	\$201,029
Clubhouse Facilities	894	1,305	894	1,305	15,980
Newsletter	-	-	-	-	2,300
Swimming Pool/Tennis Courts	-	289	-	289	32,220
Roads/Lakes/Common Areas	7,162	2,100	7,162	2,100	41,000
Social Committee	-	400	-	400	3,000
Office Expense	2,275	1,502	2,275	1,502	21,269
Professional Fees	1,110	817	1,110	817	9,004
Insurance	-	-	-	-	8,500
Taxes	-	-	-	-	10,358
Total Expenses	<u>11,441</u>	<u>6,413</u>	<u>11,441</u>	<u>6,413</u>	<u>143,631</u>
Net Income	<u>\$22,398</u>	<u>\$18,431</u>	<u>\$22,398</u>	<u>\$18,431</u>	<u>\$57,398</u>

	<u>01/31/08</u>	<u>12/31/07</u>	<u>12/31/07</u>
CASH ON HAND			
Designated	\$202,595	\$202,133	\$202,133
Undesignated	65,313	45,042	45,042
Total	<u>\$267,908</u>	<u>\$247,175</u>	<u>\$247,175</u>

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AI #	Date	Action to be addressed	Due Date	OPR	Action / Date Complete
01.08.01	8-Jan-07	Revitalize Neighborhood Watch program	8-Mar	Garrison	Update 4/9/08
05.14.01	14-May-07	Rewrite Restrictions	3-Mar	Altizer	Update 4/9/08
05.14.03	14-May-07	Review/develop plan for street signs	11-Jun	Morrison	Update 4/9/08
07.09.01	9-Jul-07	Recommendation on trapping lake varmits	13-Aug	Morrison	Update 4/9/08
09.10.01	10-Sep-07	Mailbox Proposal	8-Oct	Altizer	Update 4/9/08
11.12.02	12-Nov-07	Estimate for Eaves on Clubhouse	10-Dec	Molzon	Update 4/9/08
03.12.01	12-Mar-08	Submit RFP, excavate/water proof basement wall	9-Apr	Molzon	
03.12.02	12-Mar-08	Write Koger regarding Lot 898	9-Apr	Altizer	

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