

# HARRODSBURG SQUARE CONDOMINIUM ASSOCIATION, INC.

## MINUTES

**LOCATION:** CLUBHOUSE

**DATE:** 01/09/24

**TIME:** 6:30pm

### I. CALL TO ORDER

### II. APPROVAL OF MINUTES FROM LAST MEETING

The secretary presented the minutes from October 10, 2023, board meeting. Motion to approved made by Kreig Cremens. Seconded by Mike Massey. Motion passed.

### III. PRESIDENT'S REPORT – THOM VANDEVENTER

- a) Update on tree replacement for building 8. Waiting on bids. Building 8 will be consulted in the final choice of trees.
- b) Update on maintenance survey. Include in survey age of HVAC in each unit and if replaced? Also look at dryer vents to see if correctly installed. Other items mentioned to include: dye testing in toilets, electric panels, LED lights, Filters, thermostats and insulation. Seven companies have been contacted to submit proposals with bids.
- c) Trash, food, dog waste, dumpster area and breezeways, patios and decks. Fines will be issued beginning Jan. 15, 2024.

### IV. TREASURER'S REPORT- BECKY WILLIAMS

- a) Explanation of payment to Armor Roofing before end of year and depreciation update
- b) Last quarter and year end reports
- c) Plans for year-end positive balance on budget to start emergency fund separate from reserve account.
- d) 2024 budget. Motion to approve by Kreig Cremens. Second by Jon A. Motion passed.
- e) Report on CD interest. \$30,000- 11 months – 4.38%
- f) Report on Reserve and Emergency Funds – Now receiving 2% interest on Reserve fund.
- g) Currently no assessment, all HOA fees are dues to pay bills related to upkeep, maintenance, utilities, pool, landscaping and regularly scheduled payments.

### V. MAINTENANCE COORDINATOR'S REPORT- DONNIE RARDIN

- a) Update on past quarter Oct- Dec work and maintenance. Replaced light bulbs, siding projects, safety lights, winter repair work and fixed leaks.
- b) Update on current quarter Jan-Mar work and maintenance.
- c) Update on next quarter Apr-Jun work and maintenance

## **VI. COMMITTEE REPORTS**

- a) Committees include:
  - (1) Strategic Planning & Budget- board member, TBD; chair- Bobby Upchurch
  - (2) Building & Maintenance- board member, Becky Williams; chair- TBD
  - (3) Renter's – board member, Craig Campbell; chair, TBD
  - (4) Landscaping – board member, Michael Massey; chair- Doni Biggs
  - (5) By-laws & Rules Review- board member, Paula Barnes; chair – Kreig Cremeans
  - (6) Social & Pool –board member, Lea Anne Miller; chair- Misty Vaughn
- b) It was decided to merge the renter's and social committee to hopefully get more engagement and participation from the renters.

## **VII. OLD BUSINESS**

- a) Tree replacement- update, Building 8, in progress
- b) Building 5 – facia replacement- Donnie will get estimates- in progress
- c) Determine number of renters percentage to owners that live onsite- Thom and Paula- in progress
- d) Update communication plan, contact info for owners and renters, Also look at apps or programs that can help with communications to owners and getting votes by email or text- Paula- in progress
- e) Retain Donnie as maintenance coordinator and review duties and salary contract- The board will review and discuss at the planning meeting for the next quarterly meeting in Jan 2024. The contract is due to renew in Feb 2024- in progress.
- f) Reserve study – The board assigned to Building & Maintenance committee for review, discussion, and to acquire estimates.
- g) Create emergency plan packet for residents – The board assigned this to the strategic planning committee. – in progress
- h) Parking lot resurface – The board assigned this to the strategic planning committee. – in progress
- i) Create one, three and five year strategic plans – the board assigned to these 3 committees to work together on the strategic plan; Strategic Planning, Building & Maintenance, and Landscaping.
- j) Board vacancies shall be filled by special election – The board assigned to the by-laws and rules committee.- in progress
- k) President shall be elected by the co-owners- The board assigned to the by-laws and rules committee.
- l) Create a conflict of interest clause in by- laws, fidelity bond for board members, remove compensation clause from by- laws – The board assigned to the by-laws and rules committee.
- m) No solicitation of proxys or votes- Requires by law change- The board assigned to the by-laws and rules committee.
- n) Quorum change to by laws – The board assigned to the by-laws and rules committee.
- o) Access to clubhouse by co-owners – The board assigned this to the social committee- in progress

## **VIII. NEW BUSINESS**

- a) All contracts reviewed and spreadsheet created with renewal dates. In progress
- b) Discuss cleaning lady contract for 2024 and reason for worker's comp. insurance premium. Discuss new schedule for cleaning- monthly? Bi-monthly? Quarterly? Motion by DC Denton to replace with another company that is bonded and insured so the HOA can save money by canceling the Worker's Comp. policy since Harrodsburg

Square does not have any employees. The by-laws state that any contractor we do business with must be bonded and insured. Second by Mr. Reynolds. Motion passed.

- c) Secretary also called KU contact about solar inquiry, waiting to hear back to set up a meeting. DC Denton volunteered to help when meeting with KU.
- d) Plan for audit in 2025
- e) Jon A made a motion to use the clubhouse for Bingo Night. It was suggested to research with Social Committee and bring a proposal to the April meeting.
- f) Michele R suggested a neighborhood sale, it was decided to table this for discussion at the April meeting.
- g) The secretary mentioned receiving several emails from Next Door as a neighborhood app. The board has not authorized any contact from this app and is not aware of any co-owners promoting it within the community. It is recommended that all co-owners and residents ignore any requests to join this app.
- h) Since the HBQ Condo Association regularly provides air filters to all units, they will be distributed at the April meeting and each quarterly meeting thereafter. Also, the HBQ Condo Association decided that to encourage use of LED lights by co-owners, we will have a bulb exchange in April. Bring 6 incandescent light bulbs to be exchanged for 6 LED light bulbs.
- i) It was also mentioned to research owning vs. renting the dumpsters. We pay almost \$5000 a year to rent them when we could potentially purchase for \$15000 or less and realize that savings for 20 years. Donnie will research and get prices for April meeting

#### **IX. ADJOURNMENT**

Next board planning session date and time –TBD

Next quarterly meeting date & time, April 8, 2024 at 6:30pm at the clubhouse.

# HARRODSBURG SQUARE CONDOMINIUM ASSOCIATION, INC.

## MINUTES

**LOCATION:** CLUBHOUSE

**DATE:** 4.8.24

**TIME:** 6:30pm

### I. CALL TO ORDER

### II. SPECIAL PRESENTATION

The president called the meeting to order at 6:30 and introduced Barry Schwartz from Energy Insurance Agency to give a presentation regarding the insurance premium increase for the general liability and umbrella policies. The reason for rate increase is for the age of the buildings, no sprinklers, and built of wood. He could only find one company that was willing to write the insurance.

Then the president called for a 15 minutes break in order to get more proxy votes. Everyone present agreed that it was important to get the proxys to meet the number of 82 required to vote on any motions or by law changes.

### III. APPROVAL OF MINUTES FROM LAST MEETING

President presented the minutes from January 9<sup>th</sup>, 2024, board meeting. Approved by assent.

### IV. PRESIDENT'S REPORT – THOM VANDEVENTER

- a) Update on tree replacement for building 8. Two Brothers Nursery gave us a 30% discount on a corporate account. The tree will be delivered and planted on 4/9/24
- b) Update on maintenance survey. Two contractors and one architectural firm are providing estimates to present at the July 8 meeting.
- c) Update on solar project. Spoke with KU. They are the only ones allowed to lease in KY. Still waiting to hear from them about the net meter credits. Initial costs are expected to be between \$5000-\$10,000 with a start date of a year out. Other solar companies were contacted that could provide a faster turnaround with financing. One company wanted to include other projects besides the solar to give us a 30% discount.
- d) Light bulbs and filters were given out to those that were present. Light bulbs are still available in the clubhouse for exchange. (Maximum exchange of 6 light bulbs) Please pick up filters in the clubhouse and replace every quarter.
- e) Quorum of 82 met with owners present and proxys.

### V. TREASURER'S REPORT- BECKY WILLIAMS

- a) Last quarter and year end reports. Treasurer shared that everything is on target with the budget.
- b) Foreclosure- remind owners it is a last resort and will be done if needed
- c) Insurance depreciation payment deposited in Reserve account until the results of the maintenance survey is completed.
- d) Purchase another CD? Will vote on at the July 8<sup>th</sup> meeting.

- e) Report on Reserve and Emergency Funds. See financial statements posted on the website.
- f) Plan for audit in 2025

## **VI. MAINTENANCE COORDINATOR'S REPORT- DONNIE RARDIN**

- a) Update on dumpster purchase. Dumpsters come with a year warranty. We had 3 quotes.
- b) Building 5 – update on facia replacement- Bids received, work is being scheduled
- c) Pool open by May 17, Heat and Air Changeover date May 15
- d) Past quarter update, Jan-March work and maintenance.
- e) Current quarter update on Apr- June work and maintenance.
- f) Next quarter update July- Oct work and maintenance

## **VII. COMMITTEE REPORTS**

- a) None

## **VIII. OLD BUSINESS**

- a) Reserve study – In progress- anticipated vote 7/2024 meeting.
- b) Create emergency plan packet for residents – The board assigned this to the strategic planning committee. – in progress
- c) Parking lot resurface – The board assigned this to the strategic planning committee. – in progress
- d) Create one, three and five year strategic plans – the board assigned to these 3 committees to work together on the strategic plan; Strategic Planning, Building & Maintenance, and Landscaping. In progress once reserve study is conducted.
- e) \*\*Board vacancies shall be filled by special election – President proposed the motion to change the by law, 2<sup>nd</sup> by Steve Windell, passed unanimously.
- f) \*\*President shall be elected by the co-owners- President proposed the motion to change the by law. Discussion by owners. No one seconded. Motion died.
- g) \*\*Create a conflict of interest clause in by- laws, fidelity bond for board members, remove compensation clause from by- laws – President proposed the motion to change the by laws. Fidelity bond is already in the insurance policy for the board members. 2<sup>nd</sup> by Paula Storey. Motion passed.
- h) \*\*No solicitation of proxys or votes for individuals running for the board or current board members- Requires by law change- President proposed the motion to change the by law. Through discussion of owners expanded. 2<sup>nd</sup> by Daneil Dhanis.
- i) \*\*Quorum change to by laws, owners discussed lowering from 50% to 30% which results in 50 co-owners total to make a quorum including proxys – President proposed the motion to change the by law. 2<sup>nd</sup> Linda Storey. Motion passed unanimously
- j) Access to clubhouse by co-owners – The board assigned this to the social committee- in progress
- k) Jon A made a motion to use the clubhouse for Bingo Night. It was suggested to research with Social Committee and bring a proposal to the April meeting. – In progress until July meeting
- l) Michele R suggested a neighborhood sale, it was decided to table this for discussion at the April meeting. Tabled until July.

## **IX. NEW BUSINESS**

- a. Limit total number of units that can be owned by one person or entity or company to 2 units maximum. Kreig C proposed . Discussion by owners. Owners agreed that the 2 unit limit on ownership was acceptable. Motion: No corporation and its subsidiary companies, LLC's and subsidiary companies, or persons may purchase and own more than two units. 2<sup>nd</sup> by Bob R. Motion passed unanimously.
- b. HOA board members and officers must have primary residence at their owned unit and no company and it's subsidiary companies, LLC's and subsidiary companies can have an officer or representative hold a place on the HOA board, exemption of trusts created for inheritance purposes only but still needs to be a primary residence of the trustee. 2<sup>nd</sup> by Paula B. Motion passed unanimously. This would go into effect for the 2024 October Annual meeting and election of new board members and would not affect the current board.
- c. Cap rental percentage to between 20% to 31% , current owners of rental units can continue renting until sale of property and at that time must be sold to a private owner that is not allowed to rent. The number will be lowered through attrition. Also, create a waiting list for those that want to rent their units but have to wait until the number goes below 20%. This will be sent to the lawyer for better wording and brought back to the July 8<sup>th</sup>.
- d. Motion combining 4th quarter (October) meeting with annual meeting(Sept) and holding annual elections at that time. 2<sup>nd</sup> by ? Motion passed. The board shall have quarterly meetings, open to co-owners and residents. At next meeting need to amend this motion to include new board taking office at the quarterly meeting in January, not in 10 days, to allow for a smoother transition of the board.
- e. Drawing held for one month free HOA fees, Unit 413 won the drawing.

## **X. ADJOURNMENT**

Next board planning session date and time –TBD

Next quarterly meeting date & time, July 8<sup>th</sup>, 2024 at 6:30pm at the clubhouse.

# HARRODSBURG SQUARE CONDOMINIUM ASSOCIATION, INC.

## MINUTES

**LOCATION:** CLUBHOUSE

**DATE:** 7.8.24

**TIME:** 6:30pm

### I. CALL TO ORDER

### II. APPROVAL OF MINUTES FROM LAST MEETING

The secretary presented the minutes from the April 8, 2024, board meeting. Motion by Thom V. to approve. 2<sup>nd</sup> by Doni B. Motion passed.

### III. PRESIDENT'S REPORT – THOM VANDEVENTER

- a) The president provided an update on maintenance survey. Two companies made site visits with Donnie R. and Mike M. to look over the property to give us bids for the project. Thom V. indicated another company may also be interested in giving a bid.
- b) Thom V. provided an update on the solar project. Thom V. and Paula B. spoke with KU. They provided two estimates. With a 30kw array, the cost to install would be around \$162,000 with annual savings on our electric bill of only \$1000. With a 200kw array, the cost to install would be around \$1.1 million with annual savings on our electric bill of about \$7500. They are supposed to get back with us about doing in phases. Thom V. has calls out to other private companies for solar.
- c) Thom V. reminded co-owners of the upcoming elections due in October. Encouraged anyone interested in serving on the nomination committee to contact him.
- d) Thom V. reminded co-owners of fine enforcements, trash, lack of property maintenance, alterations to your property and paint matching. Refer to your by-laws and notify maintenance before alterations begin. Alterations must be approved by the board before alterations begin per the by-laws.
- e) Thom V. let everyone know that when the changes to the by- laws are completed by the lawyer, they will be published on website

### IV. TREASURER'S REPORT- BECKY WILLIAMS

- a) Last quarter reports will be published on the website.
- b) Reserve Account is now drawing over \$800 in interest each month.
- c) Emergency expenditures since the last meeting - burst pipe was over \$11,000, and heat sensor(in lieu of sprinklers) over \$5000
- d) Currently \$8800 in overdue HOA fees

### V. MAINTENANCE COORDINATOR'S REPORT- DONNIE RARDIN

- a) Donnie R. provided update on dumpster purchase. He can order and they will be here in 3-4 weeks. We will notify co-owners when the anticipated arrival date is set to prepare for the changeover and when to empty your garbage for the last time. It may take a few days to get them delivered and set before you can begin using the dumpsters again.
- b) Pool update. The pool will be repainted at no cost to Harrodsburg Square. It was discovered that the paint was faulty and caused the cloudiness in the pool and resulted in the health department closing it for a few days. It has been re-inspected and is now open.
- c) Past quarter update, April, May, June work and maintenance completed. There were 4 major plumbing leaks and 7 plumbing stoppages. A co-owner mentioned to check the overflow of the gutters on the back of bldg.. 10. Another co-owner wanted to know if there is a "leaf filter" type system installed on the gutters. Donnie R. confirmed that it is installed on all gutters. Not specifically Leaf Filter but that type of system is installed.
- d) Current quarter update on July, August, September work and maintenance scheduled. Repair will begin on the back of building 5 very soon. Pressure washing and replacement of other balconies on the property are scheduled.

## **VI. COMMITTEE REPORTS**

- a) None

## **VII. OLD BUSINESS**

- a) Create emergency plan packet for residents – The board assigned this to the strategic planning committee. – in progress
- b) Parking lot resurface – The board assigned this to the strategic planning committee. – in progress
- c) Create one, three and five year strategic plans – the board assigned to these 3 committees to work together on the strategic plan; Strategic Planning, Building & Maintenance, and Landscaping. In progress once reserve study is conducted.
- d) Access to clubhouse by co-owners – The board assigned this to the social committee- in progress
- e) Jon A. made a motion to use the clubhouse for Bingo Night. It was suggested to research with Social Committee and bring a proposal to the April meeting. – In progress until July meeting. Jon A. said the equipment is about \$200. Still need a plan submitted. (Who is in charge, dates, times, etc.)
- f) Michele R suggested a neighborhood sale, it was decided to table this for discussion at the April meeting. Tabled until July. -No Report, tabled until October meeting.
- g) Cap rental percentage to between 20% to 31% , current owners of rental units can continue renting until sale of property and at that time must be sold to a private owner that is not allowed to rent. The number will be lowered through attrition. Also, create a waiting list for those that want to rent their units but have to wait until the number goes below 20%. This will be sent to the lawyer for better wording and brought back to the July 8<sup>th</sup>. Amended: Lawyer suggested once passed to go into effect 90 days after passed. – The lawyer will provide the new wording for the October meeting. It will not be a percentage instead it will state that after \_\_\_\_date, all properties sold will be for owner occupied only (no renting). Anyone who currently owns will still be able to rent their units. It only affects those that sell to a new owner.

## **VIII. NEW BUSINESS**

- a. Motion combining 4th quarter (October) meeting with annual meeting (Sept) and holding annual elections at that time. 2<sup>nd</sup> by ? Motion passed. The board shall have quarterly meetings, open to co-owners and residents. At next meeting need to amend this motion to include new board taking office at the quarterly meeting in January, not in 10 days, to allow for a smoother transition of the board.
- b. Proxy change on wording – Amend wording on proxy that it can be rescinded at anytime. Lawyer is providing wording to use.
- c. Pool cover proposal- No one present to present this proposal to the board.



## **IX. ADJOURNMENT**

Next board planning session date and time –TBD

Next quarterly meeting date & time, Tuesday, October 15, 2024 at 6:30pm at the clubhouse. (Monday is Columbus Day)

Motion to adjourn the meeting made by Thom V. 2<sup>nd</sup> by Mike M. Motion passed.

# HARRODSBURG SQUARE CONDOMINIUM ASSOCIATION, INC.

## MINUTES

**LOCATION:** CLUBHOUSE

**DATE:** 10.15.24

**TIME:** 6:30pm

### I. CALL TO ORDER

### II. APPROVAL OF MINUTES FROM LAST MEETING

The minutes from 7.8.24 were presented. Ron N. made a motion to approve the minutes. Second by Mike M. to accept the minutes. Motion passed. No dissent.

### III. PRESIDENT'S REPORT – THOM VANDEVENTER

- a) Election instructions were given. Your ballot is your ticket for the drawing. Leanne to collect ballots.
- b) Maintenance Survey Update- Proposal presented from Integrity, cost could be between \$49,000-\$81,000 for a full report of the conditions of the entire property including equipment, HVAC, Boiler, Chillers, Electrical Wiring, and water pipes. Craig C. is in contact with another company from Florida. We will contact them to get estimates and proposals.
- c) Solar Project Update- We have received bids and information from several companies. At this time, the project will be put on hold while other alternative energy sources are researched
- d) Tree Grant- Maintenance, Planting and Education – Grant application is open and we can apply for up to \$100,000 over a 2 year period.
- e) Woodland Plantings and building drainage planned for 3, 6, and 4.
- f) Committees – importance going into the new year with all the projects, sign ups in January and it is suggested to only sign up for one committee
- g) Fines and Liens- enforcing fines and placing liens when necessary to follow the by-laws
- h) Contracts and Renewals will be discussed at the January meeting

### IV. TREASURER'S REPORT- BECKY WILLIAMS

- a) Last quarter reports will be published on the website including the Balance Sheet and Profit Loss Statement
- b) 11 month CD drew around \$1200 in interest, it will be renewed for another 11 months
- c) Utilities percentages of your monthly HOA fees is included in the 2024 annual presentation on the website.
- d) Emergency expenditures for the year to date are about \$20,000.
- e) overdue HOA fees currently around \$8000
- f) Condo Sales- see slide in the 2024 annual presentation on the website.

### V. MAINTENANCE COORDINATOR'S REPORT- DONNIE RARDIN

- a) New Dumpsters were installed and will save us \$515 a month
- b) Pool Report- explained the problems with the paint and it will be redone by the contractor with no cost to Harrodsburg Square to correct the issue.
- c) Projects completed- Back of building 5, balconies on building 6, other general maintenance.

- d) Projects Planned – Paint bldgs.. 6 & 1, Rock drainage bldg.. 6,
- e) Parking Lot – Bids discussion regarding sealing vs. sealing and milling areas needed. Quotes received are good until April. Co-owner suggested getting two more bids. The board agreed and will bring back to the January or April meeting if we can get bids from others.
- f) Vehicles – page 27 of by laws states rules. Vehicles not running or in disrepair (flat tires, damaged, etc.), vehicles not currently licensed must be moved from the parking lot. This will be enforced and fines will be issued for those not in compliance.

## **VI. ELECTION**

- a) Thom explained that since there are only 3 openings and 3 people running a motion can be made to accept the candidates for the openings. Taylor D made a motion to accept all the candidates for the openings. Board members elected for a two year term – Becky Williams, Derrick Smith, Kreig Cremeans.

## **VII. OLD BUSINESS**

- a) Vote on sales of property on or after 90 days ( Jan 15, 2025) Thom V. made a motion to change the by-laws to state that any property sold on or after Jan 15, 2025 will be for owner occupied units only. This will not affect any current owners until their units are sold to another owner. It will not affect units passed on through inheritance (no sale occurred). IT WILL BE POSTED ON THE HBQ WEBSITE AS SOON AS IT IS PASSED. The motion was seconded by Kreig C. Motion carried. No dissent.
- b) Thom V. motioned to have permission to draw funds from the reserve account, if needed, to pay for the maintenance study. Ed C. amended the motion to not exceed \$41,000 taken from the reserve account. Kreig C. seconded the motion. Motion carried with one dissenting vote.
- c) Vote on proxy change- This was tabled for more research and recommendation from attorney. Proxy can be used for elections and board business. Proxy can be signed annually for all meetings in a year or signed for each quarterly meeting. Proxy can be rescinded in writing. Proxy can be assigned to another co-owner in good standing or the board.
- d) Create emergency plan packet for residents – The board assigned this to the strategic planning committee. – in progress
- e) Parking lot resurface or sealing – discussed above with Donnie. More bids will be brought in January with a vote expected at that time. The board assigned this to the strategic planning committee. – in progress
- f) Create one, three and five year strategic plans – the board assigned to these 3 committees to work together on the strategic plan; Strategic Planning, Building & Maintenance, and Landscaping. In progress once reserve study is conducted.

## **VIII. NEW BUSINESS**

- a. Becky presented 2025 Budget for approval. Ron N. made a motion to approve the budget as presented. Brent M. seconded the motion. Motion carried with no dissent.
- b. LeAnne M. proposed that she will research bingo nights with Jon A. and Misty V. and will have information to present at the January Meeting.

## **IX. ADJOURNMENT**

The meeting to assign officers was held on October 21 at 6:30pm in the clubhouse. The officers for the next two year term from January 2025 through December 2026 are as follows: President- Thomas Vandeventer, Vice-President- Michael Massey, Treasurer- Becky Williams, Secretary- Paula Barnes, At- Large- LeAnne Miller, Kreig Cremeans, Derrick Smith.

Next board planning session date and time –TBD

Next quarterly meeting date & time, Monday Jan. 13<sup>th</sup> at 6:30pm at the clubhouse.