

Harrodsburg HOA

Meeting of January 24, 2022

Judith Perkins called the meeting to order. Present are Diane Fallis, Chris Crowe, Tom Bertrand, Neicey Holland and Matt Hellmann. John Anaskevich was unable to attend. We also welcomed our new bookkeeper, Dr. Christie Oliver, to our meeting.

Members have read and approved the minutes from our last meeting with a majority vote.

Judith brought up the problem we are having with an owner in building 3, who is still operating an AirBnB in his unit.

We discussed the engagement letter from Billings Law Firm and voted to hire them for our legal needs. We need to contact our current attorney and request that his firm forward any and all correspondence and information he has regarding this AirBnB and send to our new legal counsel.

It should be noted that KY does not mandate that radon be mitigated. Tom informed us that a condo owner in the 5 building had contacted him and that her renters had a radon test done in their unit that reflected higher than normal readings. Tom suggested that since we were informed of this, we should acknowledge this situation and let the rest of the co-owners know what is going on. What was committed to for the aforementioned condo was to test three other condos and report the findings to the community via Newsletter. Donnie was tasked to do these tests eight months ago, but has yet to coordinate for and perform the task. Therefore, until we have those readings we have very little to report. It should also be noted that we coordinated with a radon mitigation specialist and he made the assessment that the buildings could not be mitigated centrally – in other words the owners of the lower units would have to have a system installed if they wanted their condos mitigated.

Judith then went over our financials to report that our operating has approximately \$103, 800. The majority of operating expenses are for common heating and air conditioning, assessments account \$23, 830, our CD is \$53, 037 and money market account is \$151,000. The money market account reflects funds allocated for milling and replacement of asphalt surface on our parking lots. From our assessments we spent \$77, 500 for roofing on building 7, 9 and 1; painting was \$12,250 for decks and balcony facades of balconies and patios on buildings 5 and 6.

Tom offered to provide a disc with all pertinent information he has for Harrodsburg Square and information on our website. That information has since been provided. We discussed needing someone to take over the website management when Tom leaves the Board in September. Tom has been doing it for free, but a web master for our size and scale website could cost between \$3,000 and \$5,000 per year, depending on the number of updates each year. Tom

indicated he could train someone who is familiar with websites, MS Office products, Adobe, and basic web controls / HTML.

Matt agreed to provide access all to QuickBooks for Christie and inform her of all his accounting processes in the past.

We plan to have an open meeting with all co-owners on February 28, 2022.

Chris Crowe suggested the clubhouse be shut down for rentals. It was decided that unless the Governor or the Mayor shut down restaurants and other non-essential services, that the clubhouse would remain open for co-owners to rent.

Harrodsburg HOA/Co-owners Meeting

February 28, 2022

Before the meeting began, co-owners were invited to enjoy some refreshments. There were sandwiches, pizza, chips and dip, chocolate chip cookies and lots of soft drinks, water and coffee.

At 6:30, Judith Perkins, HOA President, called the meeting to order. Board members who were present are Diane Fallis, Chris Crowe, Tom Bertrand and Neicey Holland. John Anaskevich was unable to attend and Matt Hellmann was sick.

Judith went over our financial situation and reported that during 2021, our assessment account had \$169,320. Of that \$77,505 was used for roof replacements, \$12,254 for exterior painting, \$3,044 for lumber and \$40,000 was allocated for the milling and asphalt overlayment of our parking lots.

If all dues for the year were paid that would total \$645,599. Of that, a large portion is for utilities which totaled \$410,953 in 2021. We cannot control utility company charges; however, co-owners could be more conservative and make sure doors are not open when A/C or heat is on. Administration charges for the year were \$124,984 and building maintenance and repairs were \$150,363.

We have \$211,000 in our Money Market account for reserve funds. Of that total, \$120,000 is saved for the parking lot.

Donnie Rardin explained how costs for building materials have increased. Our property is 50 years old and will require more and more vigilant upkeep to retain our homes value.

Diane took a few minutes to explain why new members of the Board interviewed a property management. Our community needs more organization, a foundation to build upon and a regeneration for the property. We wanted temporary assistance to reach those goals and only want the best for Harrodsburg Square. Harrodsburg Square does not have employees for basic labor or skilled labor. Donnie Rardin provides a part-time person through his company.

A few co-owners asked about the necessity of a new pool fence. In addition to the liability/safety aspects of the old fence, the Board explained the money for the new fence (\$30,000) was budgeted and approved as part of the 2021 annual meeting and that a 50% deposit has already been made.

Diane prepared some paperwork for co-owners to review and asked for more involvement and participation by serving on committees. Several co-owners did volunteer to help and we will begin to form committees in the near future.

Co-owners from 24 units attended and we had a pleasant, informative meeting.

HOA Meeting Minutes of March 28, 2022

Judith Perkins, President, opened the meeting at 6:30. Attending were Diane Fallis, Chris Crowe, John Anaskevich, Tom Bertrand, Neicey Holland, Matt Hellmann and Christie Oliver, bookkeeper.

The minutes of the February meeting were previously approved. The minutes from this meeting will be forwarded to all Board members to review, change or add their comments.

Judith brought up the matter of the property's insurance policy, which expires on May 1st. Judith has been talking with several agents to help decide if we want or need to retain another insurance carrier. Our current insurance company did not increase rates last year, but rates may go up this year 5-8%. Neicey suggested we mention to the insurance company that we are installing a 6-foot fence around the pool this spring.

During the meeting, some Board members said they are not receiving weekly invoices from Donnie Rardin, our Maintenance Coordinator. We are directing Donnie to email all Board members each Monday.

We also discussed the need for new pool furniture. We budgeted \$6,000.00 for this year. Diane researched two of the large companies that provide pool furniture. Cost of a vinyl strapped lounge chair is \$245. If ordering 20, the price is \$231 each. Chairs are \$147. We may need to go over budget, with approval, or wait until next season and increase the amount.

As of today, Judith reported that we have \$310,214.00 in operating and reserve accounts.

Christie told us she is working on past due accounts and revising the January Profit and Loss. She and Matt will try to schedule time to work together and resolve some problems.

Some members of the Board and several great, volunteer co-owners will be inspecting the property, making notes and taking photos of any problem areas. The team will check for siding issues, areas that need painting, other repairs, etc. We will also be making notes of balconies and patios that need to be cleaned up immediately. We will mail notices to all co-owners and renters informing them of problems and referencing our by-laws.

HOA Meeting Minutes of April 25, 2022

Judith Perkins opened the meeting at 5:45 and attending were Diane Fallis, Chris Crowe, John Anaskevich, Tom Bertrand, Neicey Holland, Matt Hellmann and Christie Oliver, bookkeeper.

March 2022 minutes were previously approved and posted to our website.

Judith mentioned our neighbor, Care Navigators, who is responsible for the area of landscaping behind building one. The area needs to be weeded, trimmed and maintained. Diane will be contacting them again to remind them of the issue.

At the March meeting, we discussed purchasing new pool furniture. After Diane researched companies who manufacture commercial grade furniture, we found out that the waiting period could be several months. We will retain the \$6000 we budgeted this year and add more funds for next year's pool season.

Judith also discussed the small fire on the balcony at unit #202. The fire started after a resident put out her cigarette in a flower pot. It later smoldered and began flaming and woke the resident around 4am. The fire department extinguished the fire, and no one was injured. The owner was very distraught and upset. Our maintenance coordinator received a phone call from the owner at 4:39am and immediately came to the site to be sure everyone was okay, and the fire was under control. He spoke with the owner in person, and she asked if she would be responsible for the accident, and he said he wasn't sure and that would probably be up to our HOA's insurance company and the owner's insurance company. Our by-laws state that the property outside the walls of the condo unit is the HOA responsibility. Our insurance deductible is \$5000. Our maintenance coordinator has an employee who can reconstruct the balcony for less than our deductible and has already completed the work. The owner's insurance company for her condo's interior has filed a claim against our insurance carrier.

Also attending our meeting, was our attorney, Mr. Zach Cato, with Billings Law Firm. He was there for legal advice regarding the fire and other issues we want to clear up. Mr. Cato said that our by-laws stated the exterior is the HOA responsibility and we have abided by them. The owner's insurance company will need to take care of any damages inside the condo and the condo owner will need to pursue that.

Mr. Cato researched the by-laws regarding an owner's use of his condo as an AirBnB. This has been very upsetting to the neighbors of unit 303, with lots of traffic coming and going from that condo in the recent past. Mr. Cato stated our by-laws would support the fact that short term rentals such as this, is against our by-laws. He is going to follow up and support us in our efforts to eliminate the AirBnB rental.

The Board is considering changing the late payment structure as to when to notify co-owners and what fees may be imposed. Judith and Christie are to collaborate and bring to the Board later.

Again, we requested that Matt Hellmann return all documents, statements and all paperwork he has in his possession while he was Treasurer. All that belongs to Harrodsburg Square and should be returned to the Clubhouse office to be stored for future reference. Our attorney asked Matt to send all past due accounts/information he may have to Mr. Cato's office as soon as possible.

Any account that is 90 days past due will be sent to the attorney's office and a lien will be filed against their property.

Agents from two insurance companies joined us to present each of their proposals for our property insurance. The Board will review all the coverages and make a decision before May 1st.

On Mon, Jun 27, 2022 at 15:12 d <gabeandashon@aol.com <mailto:gabeandashon@aol.com> > wrote:

Board,

Since we have not had a board meeting in two months I would like to tell you what has been going on. The fence around the pool has been installed and I have not had any complaints as of yet. Concerning the dead tree removal behind building 2 we have reached out to 4 tree services and only 2 responded, Tree Pro, Inc with a quote of \$5,000.00 plus tax and Lexington Tree Service with a quote of \$4,743.00 including tax. We have not made a decision yet but waiting for the whole board to weight in on this. Diane did respond to Melani Fosson's email.

There has been a drain pipe broken under the concrete between unit 705 and 706. Lex Rooter had to take a camera to find it, we had two quotes to fix it, one was for \$9,489.00 and the other one was for \$5,9000.00. This is a priority and we are having it fixed today by Fast Flow for \$5,900.00. Two unit will be without water until this is fixed.

Diane and I are sending out a letter next week to all owners inviting them to a cook-out and open board meeting on July 25, 2022 at the clubhouse. There have been many new residents moving in since the first of the year and I hope this will be a time to meet them. Please try to attend if you can.

We posted letters in all breezeways about prohibiting fire pits in the community. One owner has refused to reply and openly leaves her fire pit out so all can see.

The landscapers ground the tree stumps down in Building 10 and 5 and replaced some dead plants. They will put sod, plants and flowers in section one of building 10 when the weather cools down a bit.

Handyman Connection replaced a deck in Building 10 unit 1007 and did an excellent job. We will be using them in the future. Rardin Construction has replaced boards and wing walls in buildings 7 and 10 and rebuild a privacy fence in building 4 and they have been painted.

We will have all financial's up to date and delinquent accounts reported by the open meeting.

Tom do you have a template for the annual report?

Respectfully
Judith Perkins

HOA Minutes of July 25, 2022 Meeting

Harrodsburg Square HOA Board members notified each co-owner of an open meeting planned for July 25, 2022.

At the last annual meeting, several co-owners requested the Board hold open meetings a few times a year for everyone to make suggestions, discuss any problems and keep up to date with progress on improvements and financial information.

This meeting also included a cookout with hamburgers, hot dogs, many different side dishes, soft drinks, etc.

It was a very disappointing turn out with co-owners from only 14 units attending.

Judith Perkins, our HOA President presented information regarding our financial status. For example, the latest electric bill was \$22,000.00. Our utility costs are approximately \$40,000.00/month, which is almost a half a million dollars a year.

Due to the COVID pandemic, loss of jobs, and less product for consumers, inflation has occurred. It seems that our dues will need to be increased to cover the costs of maintaining our community. Donnie Rardin, our Maintenance Coordinator, reported that all supply costs have risen by 25-30%. And treated lumber, which we must have, is up as much as 300%.

On a positive note, roof replacements are on-going, and all will have been replaced by the middle of 2024. This means that the oldest roof will be from 2013 and with 25–30 year warranties, that expense will no longer need to be allocated.

The next meeting will be our annual meeting in September and notices will be sent out and information will be on our website, hbsquare.com.

September 12, 2022

Annual Meeting Minutes

Before the meeting began at 6:30, co-owners enjoyed hospitality with others and shared pizzas, a variety of sandwiches, chips, dips, fruit, cookies and soft drinks, water, tea and coffee. Co-owners from 42 units attended our annual meeting.

Judith Perkins, our Board President, invited the owner of the landscape company, William Hardin, to speak and offer suggestions and asked for input as to how his company could make our property more attractive and sustainable.

Judith then proceeded to present the meeting agenda with a Power Point presentation. Our property values have increased again by \$12 per sq.ft. and is the highest point since tracking the metric. Several other slides reflected maintenance highlights and property improvements for the last 5 years, the income, expenses, and overages due to inflation and rising costs for materials and utilities. Actual money received the first 7 months of 2022 was \$376,600 and expenses were \$455,503. We had \$102,000 at the end of 2021 in our operating account, and we were able to cover the loss.

The Board then proposed a 7% increase or 10% increase and ask for a vote to implement an increase. An increase is necessary to pay operating expenses and provide some income for improvements and maintenance of our buildings. The majority of co-owners voted for a 7% increase effective January 1, 2023. Co-owners will remit one check and funds will be allocated from that income.

Only one co-owner submitted a self-nomination to seek a position on the Board and three other co-owners were selected to fill the upcoming positions. The Board will meet within ten (10) days of this meeting and select officers and will notify all co-owners.

There were two motions presented at the meeting. Diane Fallis had bids for re-sealing and striping the parking lots. A co-owner mentioned that we are budgeting for repaving the parking lot. The motion was misinterpreted and is put on hold for further review.

Judith Perkins presented the second motion to use the money in our capital budget that was set aside for the repaving of parking lots (an amount of \$40,000) for building repair and improvements. The motion was voted on by the co-owners' show of hands to use the money for building maintenance.

After conducting all business on the agenda for our annual meeting, the President reminded all co-owners to complete contact information, vehicle registrations and pet registrations and vaccine forms to the Board.

The meeting was adjourned by the President at 8pm on September 12, 2022.

Board Meeting

September 29, 2022

At 6pm, Judith Perkins, HOA President, called the meeting to order.

This is the first meeting after our Annual Meeting of September 12, 2022.

The meeting was delayed from the 10 day provision, due to one out-going Board member who was unable to attend.

Judith introduced all members, including the newly appointed members.

New Board members attending were Jarrod Foster, Craig Campbell, Jimmy Wheeler, Vice-President and Becky Williams, Treasurer. Also, members Diane Fallis, current Secretary and Chris Crowe, member-at-large attended. Outgoing Board member, Tom Bertrand, was also at the meeting and offered valuable information for the Board going forward. He also agreed to assist with postings on our website until another person can be appointed.

During the meeting, new members talked about their backgrounds and are eager to participate with the operations of the Board to maintain our community.

We discussed the need for tree removal in front of building 4. The trees planted there are causing damage to residents' cars. The Board will contact several companies for bids to remove the existing trees and replace with more appropriate ones, such as maples or weeping cherries.

We also agreed to pursue limiting the number of rental units at our community and will contact our attorney for the correct steps to take.

Judith expressed her concerns regarding our current bookkeeper. Christie Oliver has been the bookkeeper since January of 2022. Judith will contact her and ask for the current financial statement, month ending September. She will be asked to bring that information to a special meeting on Monday, October 17th.

Tom Bertrand, the long-term President of the Board was given a crystal, engraved award in appreciation for his leadership as President of our Board for many years.

HOA Board Meeting

October 17, 2022

Judith Perkins, President, opened the meeting at 7pm. The Board voted to approve the minutes from our last meeting on September 29, 2022.

We discussed the need for correct email addresses from all co-owners. Our current owner/resident roster is incomplete. We have asked for updated information with little response. We need to send notices again to everyone in the community. We will also provide copies of notices or meetings at the Clubhouse office for residents to pick up.

Judith and Donnie Rardin, Maintenance Coordinator, met with our insurance agent to determine if HBS could receive more funds from our claim by ascertaining 'recovery of depreciation'. At the meeting, the Board approved pursuing the recovery with our agent Nathan Robinson.

Judith and Becky Williams, our Treasurer, had set up a meeting with Christie Oliver, our bookkeeper on Friday, October 14th. They were going to talk with her about her job performance. She was employed in January of 2022 and has on-going problems with accuracy and timely reports. Christie constantly blamed everyone else and has not taken responsibility for lack of performance.

Before the meeting with Christie and Becky, Judith received a phone call from a representative from Quick Books asking to speak with Christie Oliver. The representative said Ms. Oliver had set up a contract with Quick Books. Judith found out that Christie had used the property's debit card to enter a contract with Quick Books to assist her. The charge was \$500 plus a monthly fee of \$200. At the meeting, Judith informed Christie that she needed to resign. We will contact our attorney for advice. Judith plans to have Becky Williams added to our bank accounts and have our Vice President, Jimmy Wheeler review future transactions as a second set of eyes. Our Board meeting was adjourned at 8:15.

At 6pm, prior to our Board meeting, co-owners from building 4 came to the Clubhouse to voice their objections to removing four trees from the front of building 4. No more trees will be cut down and trees that were cut will be replaced. We are going to contact arborists from the University of Kentucky to examine the trees we have and offer suggestions and advice on the addition or replacement other trees.

Board Meeting Minutes

November 15, 2022

At 5pm, Judith Perkins, HOA President opened the meeting with all Board members present. Vote was taken to approve the last meeting minutes.

First on the agenda was new pool furniture. Diane Fallis had obtained two quotes from Texacraft, a major manufacturer of commercial pool furniture, for 25 chaise lounges and 12 chairs. One quote was \$8,001.88 for the crossweave style and one quote for straight single slats was \$6,419.30. The Board voted for the straight single slats and now deciding on what color to choose. Members will email their color choice to Judith by the weekend. Order should be placed soon to assure we receive the furniture for pool opening next spring.

Judith reported that Becky, our Treasurer, is doing a great job and creating her own spreadsheets. She is talking with bookkeeping services in case we decide to go that route. Becky said she will see how much she can accomplish and then we will determine if outside services may be needed. She and Judith will meet with one CPA firm tomorrow and another next week. We may need to do collections in house.

Judith said one of the co-owners asked to have the Clubhouse open every Monday evening for all co-owners and guests. After considering what liabilities could occur, the Board voted no.

Judith took a trip to a nursery to ask for recommendations for more trees in front of building 4. One recommendation was for black gum trees, but they may grow too large for the small areas in front of that building. The nursery said trees can be planted all winter and almost any other time except in hot summer months.

Next subject was to plan for a tree trimming/Christmas party! We are planning it for December 4th, Sunday afternoon. Invite all co-owners for tree trimming at 2pm and then at 4pm, have lots of good food and drinks. We will distribute flyers to inform everyone and hope our co-owners will enjoy the festivities.

Special Board Meeting

November 21, 2022

Judith Perkins, HOA President, called for a special meeting to discuss contracting a bookkeeping service.

Becky Williams, our Treasurer, had contacted two services, one of which could not help us at this time. One service is from Sizemore Tucker and she spoke with Austin Tucker who provided a choice of services that we may choose to meet our needs.

The Silver Package will oversee up to three bank accounts, complete a balance sheet and profit and loss reports. They will take care of all payables. The software they use is Build.com and the set-up fee is \$1000.00. We do not have a current balance sheet and the previous contractor had not reconciled one since December 2021. We plan to use the end of the year as a fresh starting point.

After reviewing, the Board voted and approved the services of Sizemore Tucker.

We then discussed an upcoming Tree Trimming and Christmas Party for all our co-owners. We will send out notices to invite everyone on Sunday, December 4th to come celebrate the season. We will begin the tree trimming at 2pm and offer delicious food from Cracker Barrel at 4pm. We plan to have a drawing for 4 free rentals of the clubhouse in the coming year. Hopefully, we will have a large turnout, and everyone will enjoy the party.