

# HARRODSBURG SQUARE CONDIMINIUM ASSOCIATION, INC.

## MINUTES

**LOCATION:** CLUBHOUSE

**DATE:** 10/10/23

**TIME:** 6:00pm

### I. CALL TO ORDER

The president, Thomas Vandeventer, called the meeting to order at 6:05pm. There were 29 co-owners and renters combined in attendance with two proxys.

### II. APPROVAL OF MINUTES FROM LAST MEETING

The secretary, Paula Barnes, read the minutes from the past three meetings of September 11; September 21; and September 27, 2023. One correction to Becky Williams name from the 9/27 meeting. Motion to approve, Mike Massey; 2<sup>nd</sup>, Thom Vandeventer. Minutes approved.

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

- a) The president thanked everyone for coming and updated them on the status of the website. The secretary confirmed that Harrodsburg Square does own the website and pays for it's hosting through WIX.com. Tom Bertrand is currently the administrator and uploads the new documents to the website and makes any changes requested. Within the next couple of months, the administration will pass to the secretary and then it will be determined if a volunteer tech position will be needed.
- b) The president addressed the emails and concerns he has received from co-owners and previous board members. He assured everyone that these will be handled in a timely manner once all the information is received to make better decisions and to answer questions based on all the information presented. He reiterated that the goal and purpose of this board is to be open with communication and transparency.
- c) The bank accounts have been changed over and now require two signatures on each check which will be the president and treasurer.

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

- a) The treasurer reported the budget to date and explained that there is a larger than normal amount in the operating account because the electric bill had not been taken out yet. (sometimes the date varies due to weekends and holidays). The president made a motion to put \$30,000 in an 11 month CD to try and recoup some of the interest we have lot due to funds being taken from the Reserve accounts to pay for projects and bills. 2<sup>nd</sup> by Misty Vaughn. Motion passed.
- b) She also reported that she re-negotiated a savings on the gas bill renewal for the coming year which save the association about \$7000 for the price of the gas.
- c) She continues to reign in the overdue accounts and now has a balance of \$8083.03

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

- a) Donnie reported that projects that have been recently completed include re-working of some decks and balconies, painting and some plumbing leaks. In August there were 61 work orders and 58 have been completed. For September there were 37 work orders and 30 are completed.
- b) Outstanding work orders are being worked as quickly as possible determined by what needs to be done, estimates, weather and budgeting. For larger work orders, it could take up to 4 weeks to complete, but they are handled as quickly as possible. The heat is scheduled to be turned on in the next week.
- c) Plans for the next quarter are to redo 3 decks, weather permitting and to look at the steep steps to see what can be done about them.

## **VI. COMMITTEE REPORTS**

- a) The president discussed how the committees will work and the reporting schedules for each. Each committee must have at least 3 members, not including the board liaison. The vice-president, Jimmy Wheeler, will coordinate the committees and keep up with their meetings and reports at the quarterly board meetings.
- b) Committees include:
  - (1) Strategic Planning & Budget- board member, LeaAnne Miller; 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 – The president made a motion to add this committee due to requests from the co-owners. 2<sup>nd</sup> by Michael Massey. Motion passed. Board member – TBD; chair- Misty Vaughn

## **VII. OLD BUSINESS**

- a) Tree replacement- Building 8, set a meeting with co-owners to discuss before a decision is made on replacement tree. Thom will set a meeting with the co-owners in Bldg. 8 to discuss plans for moving forward.
- b) Check for roofing had to come from reserve account- bill accrued from previous board. ½ of bill was paid with balance due in the near future. Becky, Craig and Donnie are working diligently on this issue with the contractor. There is supposed to be depreciation money received due to the loss. They are working with the roofing contractor to claim this money back for the association.
- c) Building 5 – facia replacement- Donnie will get estimates
- d) Sizemore Tucker- HBQ accountant raising rate from \$1750/mo to \$1800/mo-Becky
- e) Determine number of renters percentage to owners that live onsite- Thom and Paula will work on this to get a true number in order to keep the numbers low to retain the status for veteran homeowners. Also to determine definition of a renter.
- f) Update communication plan, contact info for owners and renters,- Paula continues to work to update all the forms of communications for co-owners and renters.
- g) Website ownership and maintenance- Paula researched the ownership of the website and determined that Harrodsburg Square does own the website and hosting of the website. Tom Bertrand (former HOA president) updates the website with new

information when requested. He is working with Paula to transfer updating the website to the secretary of the association. (posting minutes, financials, and any new or updated information)

- h) Change names and update bank account info- Thom will take care of getting these items handled in a timely manner.
- i) Tech Coordinator position- Becky created a job description for the position. At the present time we will hold off on this position to determine if it is actually necessary if the secretary will be able to handle all of these duties or not.
- j) Columbia Gas contract renewal for gas prices- Becky re-negotiated the price of gas for our annual gas renewal for the heat for 2024.
- k) Create emergency plan packet for residents – The board assigned this to the strategic planning committee.
- l) Parking lot resurface – The board assigned this to the strategic planning committee.
  
- m) Access to clubhouse by co-owners – The board assigned this to the social committee
- n) 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
- o) Separate Dues and Assessments monies on paper- Becky will request that the accountant separate these monies on the reports. It can all stay in the same bank account but be reported separately each month in the budget reports. Also, determine if there currently is an assessment or not. Is it all going to dues?
- p) Board vacancies shall be filled by special election – The board assigned to the by-laws and rules committee.
- q) President shall be elected by the co-owners- The board assigned to the by-laws and rules committee.
- r) Create an emergency fund- The board assigned to the strategic planning committee.
- s) 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.
- t) No solicitation of proxys or votes- Requires by law change- The board assigned to the by-laws and rules committee.
- u) 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.

#### **VIII. NEW BUSINESS**

- a) Quorum change to by laws – The board assigned to the by-laws and rules committee.
- b) Reserve study – The board assigned to Building & Maintenance committee for review, discussion, and to acquire estimates.

#### **IX. ADJOURNMENT**

Next board planning session date and time – November 8<sup>th</sup>, 6:30pm at the clubhouse.

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