

Wakefield Estates Board Meeting  
January 28, 2013 Minutes  
White River Library

6:30pm: Meeting called to order by Bob Rose

Board Attendees: Angie Wall, Jack Orth, Bob Rose, Ron Pitcock, Karl Yokum, Thinkh Pham, Jason Ochoada, Tim Piper, Kate Rhoten

Homeowner Attendees: none

**I. Nomination of officers:**

- A. President: Bob Rose
- B. Vice President: Angie Wall
- C. Treasurer: Jack Orth
- D. Secretary: Kate Rhoten
- E. At Large Representatives: Thinkh Pham, Jason Ochoada, Karl Yokum, Ron Pitcock, Tim Piper

**II. Website Master:**

- A. Kate asked about how the current site is set up, who has control and could we move to an easier format for board members to be able to access.
- B. Current website is handled by Tom. No updates to the site since November or contact with Tom.
- C. Kate offered to set up a new web page that will allow it to be user friendly by buying a domain name cgwakefield.com; would cost around \$100 to start then less than a \$100 each subsequent year for renewal.
- D. Bob motioned for new website to be used using these tools. Angie seconded the motion. Motion approved.
- E. Kate will work to get the new website up using cgwakefield.com and work with Tom to point the old site (cgwakefield.org) to the new website. There is not a difference between .org and .com.
- F. All members will be given access to the website once it is set up so everyone has the ability to add to it. Not one single person in charge of the site.
- G. Cost will come out of general operating account after Kate brings invoice to next meeting.

**III. HOA Dues/Letters:**

- A. Angie asked about the HOA letters and dues bill was sent. It would have been nice to include a letter with the newly elected board members.
- B. Discussion centered on the process of the bills being sent prior to the first meeting of the newly elected board. This has been done in the past and invoices have to be sent 30 days prior.
- C. A separate letter can be sent introducing the new board and highlighting new information for residents.

**III. Meeting location(s) & access to facility:**

- A. Angie said that White River Library is not a good option because it is booked more often than not.
- B. Kate has offered to arrange board meetings at Old National Bank & retrieve key.
- C. Also will check into White River Trustees office as an option and report back.
- D. Kate will reserve at Old National for the next few meetings to secure space while looking into the trustees office.

**IV. Members of ACC & CEC**

- A. Need 3 members from the board for Architectural Committee: Angie, Tim & Ron
- B. Need 3 members for the Covenant Enforcement Committee: Tim, Angie, & Kate
  - 1. Enough people were at the annual meetings that were concerned about covenants.
  - 2. Post on the new website a call for volunteers to help with the CEC.

**V. Review covenant violations & open ACC requests**

- A. Violations
  - 1. Trash cans not being stored inside the garage. The covenants do not allow for trash cans to be stored outside. They cannot be disguised behind bushes/trees/fences if a neighboring lot can see the cans.
  - 2. There is not grandfathering of exceptions. Some residents have actually received "approval" from prior management companies.
  - 3. Further discussed getting a list from Lisa regarding this or going through files.
  - 4. SOP outlines that trashcans are to be stored in garage or in a location that the cans can't be seen from another lot.

5. Current procedure is that a pre-courtesy note is notated in the system. If the homeowner violates it again, they will get the actual courtesy letter.
6. Process for repeat violators. The cycle starts over each year. The violation is not cumulative.
7. Further discussion needed to determine if all violations are treated equal or there are "lesser" violations.
8. History: homeowners may repeat violations but only one person has ever been taken to court. Cost of attorney letter is \$250.
9. Discussed the CEC actually working together to monitor the neighborhood in addition to Lisa scheduled drive-thru.
10. Jack is to reach out to Lisa about the contract and the cost of removing the drive-thru option from their contract when we assume responsibility for the scheduled weekly drive-thru. Angie suggested that we just take over regardless of whether there is cost change.
11. The CEC has 3 people. At least 2 people have to verify the violation before reporting the violation to Lisa to start the letter process.

B. Open ACC Requests: none at this time

## **VI. Review budget & contracts that have been awarded**

A. Lawn companies:

1. There are multiple companies we use for different purposes:
  - a. Fertilization
  - b. Mulching
  - c. Mowing & Edging
2. All contracts are cancellable with 30 days notice. Contracts are priced based on a 3-year commitment.
3. Angie brought up the idea of utilizing National Honor Society and National Junior Honor Society members as volunteers to help with mulching instead of paying a company to do it. The NHS & NJHS members have to do service hours so there may be students interested in doing this. Something to consider as we move forward.
4. Discussed the cost of regular mulch vs. haydite, which costs more but lasts longer. Angie is going to check on mulch and haydite pricing from McCarty Mulch. She will report back at the next meeting.

B. Budget

1. Jack wants to review the budget more in detail in the future.
2. We agreed that we need a better document to review the income and expenses of our association.
3. The HOA had an audit done at the expense of \$500 back in 2011. Everything checked out.

## **VII. Irrigation System for the entrance (New business)**

- A. Tim Piper brought up this subject for the main front entrance.
- B. A bid was received for a commercial well pump.
- C. Questions raised:
  1. Do we need new equipment?
  2. Does CASI have the blueprints from the original sprinkler systems?
- D. Water meter still in place at main entrance but there is not one at the Sutton entrance.
- E. Let's request companies to come price a project to irrigate the entrances only near the walls at Paddock and Sutton. We would not irrigate all along Smith Valley at this time.
- F. Karl brought up a well quote that was done in the past to be placed in Annie's Park to avoid paying Bargasville Utilities water rates.
  1. Filtration would need to be included.
  2. Wells cannot be placed on private lots but can be in public places Annie's Park is available for a well.
  3. Jason shared information from another homeowner that we may not be able to do the well if it is within 5 miles of Bargasville Utilities.
- G. Action items: Ron will get quotes from irrigation companies to get water to the entrances.

## **VIII. Next Meeting Date**

- A. February 18, 2013, 6:30pm at Old National Bank Community Room.
- B. Third Monday of each month going forward.

## **IX. Meeting Adjourned at 8:45pm**

