

Wakefield HOA Board Meeting
June 16, 2020

In attendance:

Board members: Kim Duffie, Steve Pappas, Karen Ross, Jim Graham, Paul Liguori, Rob Souchon

PMI Meridian: Joe Gutwein- new property manager, Sam LeSturgeon-consultant, Lee Clouse-VP

Call to order 6:33pm

1. Board introduced themselves to Joe and Lee.
2. Reading of the minutes from the April board meeting. Motion to approve by Rob, 2nd by Kim, all approved.
3. Karen Financial report:
 - a. See spreadsheet with Year-to-date balances.
 - b. Karen would like to see a 30, 60, 90 day delinquency report each month
 - c. Why are funds being transferred every other month for \$600, instead of \$600 each month?
 - d. Please have non-contract lawn care be categorized as separate from the regular contract
 - e. Can we get financials on the same date every month?
 - f. PMI (Lee) explained how new accounting software will work
 - a. Karen will have access to see everything
 - b. Software sync up with bank and reconciles on it's own
 - c. Reports will automatically generate on the 7th of the month
 - g. Rob motioned to approve financial, Jim 2nd, all voted to approve
4. The steering wheel on the playground was finished and paid
5. Sewer project- no questions
6. Nick's will give us recommendations on new trees- Joe will contact him
7. Hoosier Irrigation finally came out to check the system and had to replace a few minor parts.
8. Joe will get a quote from Otto's to replace the broken sign at Wakefield Dr S and Paddock.
9. Will move picnic and Neighborhood Sale to next summer
10. Reviewed Kim's short and long draft of the summer newsletter. We will include a small fridge magnet with HOA and Mgt. Co info. Rob motioned to send the long version, Steve 2nd, all approved
11. Covenant Violation procedures: (Lee explains new software)
 - a. Violation letters can be tagged to a homeowner's account.
 - b. This system is tied to the Title companies
 - c. When a homeowner sells their home, the title company can see open violations and the home cannot be closed on until those are taken care of or new owner agrees to take responsibility and fix the issues after the sale. The rental restriction amendment is also tied in.
 - d. A report for all violations can be printed from the software and can see which issues are opened or closed.
 - e. During the summer, Lee expects property managers to drive through the neighborhood twice a month April-Sept.

- f. Lee will send us a draft of a “friendlier” violation letter that he has. It is also more specific to each violation. This letter can also recommend contractors for which PMI has contact.
- g. Violation timeline:
 - i. 1st letter will go out on first sighting. Waiting 2 weeks hasn’t been working and it just drags everything on longer.
 - ii. Then 2nd letter at normal 10-14 day timeline.
 - iii. 3rd letter at normal 10-14 day timeline, but a \$25 service fee will be charged of the homeowner because of extra time property manager has to take to come do a 3rd drive through above their normal 2 per month.

12. New system requires a new bank. Center State Bank. Kim will finalize paperwork and send to PMI Meidian. Rob motioned to approve new bank, Steve 2nd, all approved.

Open portion of meeting ended.