

Wakefield HOA Minutes
May 17, 2022

In attendance: Kim Duffie-President, Karen Ross-Treasurer, Steve Pappas-VP, Rob Souchon, Mike Quinn, Alicia Reece-Property Manager

Absent: Dan Duffer, Paul Liguori

1. Call to order 6:36 pm
2. Read and Approved April Minutes
3. Financial Report
 - a. Nick's -
 - i. Why is there a \$5,000 charge and then reversal in the system for Nick's? Karen thinks either Nick sent the wrong invoice, or PMI coded it to the wrong neighborhood. Invoice said 1/8th of contract, rather than the line item we are used to.
 - ii. Alicia said she thinks Nick sent wrong invoice with wrong neighborhood name on it. Alicia caught it before the checks went out so she had the accounting department void them. In the accounting system they have to show both transactions: + and – amounts.
 - iii. Alicia will get confirmation that checks #108 & 109 were voided. (Later in the meeting she found them voided in the system.)
 - b. Accounting general- Alicia will have PMI add Karen and Kim to the Strongroom Accounting software so that they can have “view only” access.
 - c. Monthly reports-
 - i. Asked Alicia to send the monthly report to the entire board, not just Kim and Karen. April financials didn't get to us until today, which doesn't give Karen time to look over them.
 - ii. Architectural committee isn't getting automated emails for ACRs anymore. Need to have Lee fix it.
 - d. Overdue Annual Dues, etc- Once someone owes the HOA +\$2,000 it triggers the system to send them to the lawyer.
4. Old Business
 - a. I Bonds
 - i. Steve typed letter of intent to give PMI permission to purchase the bonds for us. Rob motioned to approve, Mike 2nd, all in favor
 - ii. Kim will send Alicia May minutes as a 2nd form of approval
 - iii. Mark, the controller at PMI will handle the transaction
 - b. Mailboxes
 - i. Alicia working quotes from 3 different companies- 2 have answered, waiting on 3rd.
 - ii. Estes looks cheapest for now.
 - c. Landscaping-

- i. Nick's asked if we want bare patch at entrance reseeded. Rob says too late now since weed killer already applied. All agree to wait until the fall to have him do it.
 - ii. Ponds-
 - 1. Last depth study was May 3, 2018, probably need Leistner to do a new one since the sewer project has been completed. Alicia will look through Sam's files for the old report.
 - 2. Leistner also recommended a treatment for muck reduction. The ponds don't have muck so board agreed there is no need at this time.
 - iii. Irrigation- Hoosier Irrigation did not call Steve back. Alicia will email to see when they will come to get the spring service call done to turn on the system.
 - d. Street Signs- Mike counted intersections that would still need street signs.
 - i. 11 street/Stop would be needed.
 - ii. Can we get a quote from Estes and not just Otto's?
 - iii. After we get the 20-year budget completed, and new landscape contract quotes this fall, we need to look and see if we will need to raise dues again by a bit since it's been 3 years or so since the last increase.
 - e. Picnic Sign - goes up July 10 or 11. Picnic is July 16th, 1-4pm
 - f. Campus Impressions- Alicia ordered the new fridge magnets from them.
5. New Business- 2 homeowners requested a waiver on their Annual Dues late fee. It has been our policy for several years to not waive this fee. We must have a cut-off somewhere to be fair to everyone. Homeowners can pay online to avoid waiting for a check to clear the bank in time. Vote to deny waiver request. Steve motioned, Rob 2nd, all in favor.
6. No confidential info to discuss

Adjourned- 8:23pm