

Wakefield HOA Minutes
August 16, 2022

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

1. Call to order 6:34 pm
2. Approve July minutes- Kim ontion, Dan 2nd, all approve
3. Financial Report-
 - a. Balances are for July 2022.
 - b. Checking Balance - \$76,162.42
 - c. Reserves balance - \$83,004.28
 - d. May Bartersville Water bill was double usual. June and July financials it balanced out.
 - e. Delinquencies are going down across all years of late fees.
 - f. Yard sign invoices need to move from Miscellaneous to the Social Committee account. Asked Alicia to attach those invoices to the monthly account.
 - g. Need a copy of the invoice from the small yard/food truck signs purchased to be in the monthly report.
 - h. Move tax prep bill to the correct category.
 - i. Duke-
 - i. We need to have accounting do an audit of all Duke bills. The amount paid vs YTD are sometimes off by a small bit. Is there an issue somewhere withing the bank statements vs the reconciliation report?
 - ii. Karen called Duke to ask questions. They say we can speak to someone higher up and have a meeting, but didn't give her a name or contact info.
 - iii. Steve will try to call or visit Duke's Franklin office to see what he can find.
 - iv. In the monthly report we need to see the invoice from Duke broken down: front light at entrance, meter on the irrigation system, meter at generic address for rest of lights.
 - j. Alicia told us 2 accountants left and 2 new hired. Currently training, tweaking, and transitioning some monthly procedures.
 - i. If an internal check has to be written for something like the band at the picnic, currently it gets written in 1 accounting system and not recorded in the other. This is one of the things they are fixing.
 - ii. PMI contract says monthly report will be done on the 20th of the month for the previous month. Since most of our meetings are before the 20th, we need to move our procedure to review only the report from 2 months ago. This way accounting has time to fix discrepancies by the 20th.
 - k. \$6 bank fee for a payment reversal needs to be billed to the title company for their mistake.
 - l. Vendor checks from the picnic need to go into the Social Fund Income category (4510).
 - m. Approve- Steve motion, Rob 2nd, all approve

- n. For next month's meeting, Karen will only give updates on the July discrepancies since we will wait until October to discuss August report.
4. Old Business-
- a. Ibond- Lee has all the paperwork now. Board agreed for Kim to sign the final document once he has it done.
 - b. Irrigation-
 - i. Hoosier Irrigation came out on 8-10-22 and reset everything and replaced 2 broken heads. All should be done watering by 6am
 - ii. Still not working. Kim received info from 3 different homeowners after 8-10-22 saying system is still running from ~8:30-11am.
 - iii. Steve will email Hoosier since Alicia has already tried to get it fixed properly several times. Ask for a breakdown of each section and how long they run.
 - c. Playground Quotes- Mike got what he needed and will add the info to the survey draft.
 - d. Ponds
 - i. Treated week of Aug 8th and depth study was done. Alicia will email them to get the results. Karen wants the breakdown of algae, primrose, and fuel tax to be sure we invoice correctly.
 - ii. Need to send Wakefield West an invoice for their portion of the bill.
 - iii. New sign was picked up. Need a new post since old one is bent. Will have Nick's install. Vote- Rob motion, Dan 2nd, all approve
5. New Business-
- a. Tree removal- Tree in back pond needs removed. Hire McDaniels to do it. Alicia will send 4 homeowners a letter letting them know HOA needs access to their yards for equipment and crew. Rob motion, Dan 2nd, all approve
 - b. Mailboxes- Paul will edit spreadsheet with prices and send to Alicia. She will send homeowners an email with new prices and company contact and Kim will post on FB. Effective as of Sept 1.
6. End of open session