

# ***SHILOH AT BATTLE CREEK ANNUAL HOA MEETING MINUTES***

February 23, 2016

- Board Attendance – Gary Wright, Jeff Bright, Vincent D’Amico, Steve Canada, Ron Grattopp. A quorum was established. Jan Farrimond was also in attendance.
- Total Non-Board Attendance: 10
- General Overview of the Neighborhood
  - New landscaping
  - Had several examples of external home renovations without Architectural review approval
  - General feedback is the appearance is getting better
  - Request to lower the hedges in front of the Shiloh sign to get better visibility of the sign
  - Lincoln St and Oak the road is uneven and broken up. 3-4 years ago the city came to repair, but it was not done properly. Board request that as many people as possible should contact the city of B.A. action line to report. The action line phone number is 918-258-3587.
  - A resident pursued getting speed bumps on Granger. Pursued at one point, but got feedback that all tenants of the apartments would need to sign off and could not obtain all the needed signatures
  - Question on updates for foreclosure on Lincoln St.
    - No updates, but will send a request to have outside disrepair (paint on the outside and it was also noted that there was roof repair needed) addressed.
- 2015 Budget Review
  - Question on what is included in the annual lawn maintenance
    - Mowing and fertilization of all islands and up and down 51<sup>st</sup> and mulch in the front beds

- How often do we get bids.
    - We got bids last year and plan to use the same company without bids this year since they did not raise their rates
    - Will likely bid again for 2017
  - Question on the condition of the fence on 51<sup>st</sup> St.
    - Some wear to it, but overall in good shape
    - One section is leaning a little bit
- 2016 Budget
  - Monthly budget is posted on website
  - Resident would like to consider setting aside some money for snow removal
    - We have explored in the past, but the cost was prohibitive
    - Will explore another set of bids
    - Resident also stated they would post contact info for people to pursue on an individual basis as needed
  - Question on why the lawn maintenance was budgeted higher than spend of 2015
    - Current vendor started in May so was only a partial year payment in 2015
  - Question regarding what we get for the Management Fee budget
    - Jan explained the many functions that her office provides
    - Jan's contact information is on the website and included in the newsletter
      - [www.shilohatbattlecreek.org](http://www.shilohatbattlecreek.org)
  - Current bank account
    - Savings = \$16,700
    - Checking = \$12,213
      - Question regarding why we had so much in the accounts and what is going to be used for
        - Largest portion of the funds are set aside to build dollars needed for fence replacement in the future
- Home Owner Correspondence / Complaints / Questions

- None other than noted above
- 2016 Board Election Nominees
  - No new nominations
  - Current members were approved to carry on in current capacity

With no further business the meeting was adjourned.

# SHILOH AT BATTLE CREEK BOARD MEETING MINUTES

March 29, 2016

- Attendance: Gary Wright, Vincent D'Amico, Ron Grattopp, Jeff Bright and Steve Canada. A quorum was established.
- Approve minutes from February 23, 2016 meeting: Jeff motion to approve, Second by Ron, Minutes were approved
- Banking / Financials:

SMALL BUSINESS CHECKING – current balance is: \$11,405.54\*

SAVINGS ACCOUNT – current balance is: \$16,713.18\*\*

ACCOUNTS TOTAL – current balance: \$28,118.72

\*Here's the activity since 11/22/2015:

DATE	TYPE	DESCRIPTION	AMOUNT	BALANCE
3/20/2016	Check #1855	The HOA Group	745.27	\$11,405.54
3/02/2016	Debit	AEP	63.15	\$12,150.81
2/20/2016		Previous balance		\$12,213.96

\*\*No changes to the Savings Account other than monthly interest deposits of <\$1.

TOTAL DUES PAID YTD = 63 Full + 1/2 + 1/3

Gary has confirmed that The HOA Group has more checks that are pending deposits.

Gary to follow-up again and ask the check deposits be expedited.

- Covenant issues: Commercial truck has until 5/1, other than that no other violations were noticed.
- Home Owner Correspondence/ Complaints: N/A
- Project Leader Reports:
  - Architectural Committee: 3 approvals since last meeting. No open items
- Dues collection status: Update pending check deposits. As noted above Gary will follow-up.
- New Business:
  - Garage sale 5/21/16
  - Gary will work on Spring Newsletter in April
- Determine perennials budgeted for entrance: Currently \$500 budgeted, Recommendations made for a few bulbs, tulips, perennials, azaleas or even perennial grasses. Will wait a few more weeks before we de-winterize the irrigation systems. Will

also evaluate if hedges right in front of the sign can be trimmed way down or pulled.  
Possibly replace with yew.

- **Selection of Officers for 2016:** Nomination for Vincent as VP of the Board was approved. Nomination for Ron Assistance VP was approved
- **Next Board Meeting:** May 31, 2016

***SHILOH AT BATTLE CREEK***  
***BOARD MEETING MINUTES***

May 25, 2016

- Call to Order & Attendance: Gary Wright, Jeff Bright, Steve Canada, Vincent D'Amico, Ron Grattopp. A quorum was established.
- Approve minutes from March 29, 2016 meeting: Jeff motion to approve minutes, second by Ron
- Banking / Financials:
  - Checking: \$12,9589.56, Savings: \$16,715.13
  - Review of the deposits show 89 homes paid, Spoke with Jan who has 5-6 additional pending deposit
  - One return check among dues submitted so far. We process return check and late fee
  - Noticed that we have been over 60 days without a charge from the HOA group

- **Covenant issues** (drive through look for violations) – Homeowner with commercial vehicle has submitted initial correspondence regarding plans to adjust the garage design to fit the vehicle. Need official architectural review form with plans to review for approval.
- **Home Owner Correspondence/ Complaints** - N/A
- **Project Leader Reports**
  - Architectural Committee – No new forms
  - Landscaping – New flowers installed in entrance, approved bill for cost of flower. Replaced broken back-flow valve to sprinkler system.
- **Dues collection status** - ~10 short currently. Jan to work on sending 2<sup>nd</sup> notices for outstanding dues
- **New Business** –
  - Mr. Steve Powell
    - Temp allowance of RV on driveway
    - Current by-laws allow for recreational vehicles for

loading/un-loading, prepping for trips, etc. Should not be on the property for extended periods of time.

- What can be done about 1725 W Lincoln. Paint, back yard, landscaping.
  - Jan has contacted the bank to inform them of the items that need to be addressed.
- Yard of Month – 3400 N Oak
  - Purchased gift cards for yard of the month for the year.
- Next Board Meeting planned for July 19, 2016

Without further business the meeting was adjourned



***SHILOH AT BATTLE CREEK***  
***BOARD MEETING MINUTES***

July 26, 2016

- **Call to Order** - *Meeting called to order at 7:00 by Gary*
- **Attendance** - *Gary Wright, Les Miller, Jeff Bright, Steve Canada, Ron Grattopp, Craig Morgan, Ann Shotwell, Debbie Olson*
- **Approve minutes from May 26, 2016 meeting** - *minutes were approved by Les and 2nd by Ron*
- **Banking / Financials** - *Checking balance \$11,406.58, Investor fund \$16,717.08. Appears we are missing ~11 HOA dues. New Management Co. will follow-up after Gary sends them the list. None reoccurring charge of \$325 for back-flow valve. Gary will ask bank for detail of June deposit for \$825.*
- **HOA Partners - Anne Shotwell / Debbie Olson** - *They will send us a contract with month to month terms. Gary will forward them deposit slips, platt, interest rate. Hopefully more detail when Jan sends files at end of month.*
- **Home Owner Correspondence/ Complaints** - *homeowner complaining about barking dogs. Steve will ask homeowner to send an email*

*stating complaint. Once recieved, we will ask management company to send letter.*

**\* Craig Malcolm** - *Craig provided completed Arch Form for new fence. It was approved by Steve and Les.*

- **Project Leader Reports** - *None*
  - **Architectural Committee**
- **Covenant issues** - *Home owner has had RV parked in driveway for several days. Steve talked to them previously and approved for loading and unloading. since it has been there for several days, he will check back with them.*
- **Next Board Meeting Date?** **September 13th?**

# ***SHILOH AT BATTLE CREEK***

## ***BOARD MEETING MINUTES***

September 13, 2016

- **Attendance:** Meeting called to order. Attendee's Les Miller, Ron Grattopp, Steve Canada, Gary Wright, Jeff Bright and Vincent D'Amico in attendance.
- **Minutes from July 26, 2016 meeting:** Motion to approve by Les, second by Ron. Minutes were approved.
- **Banking / Financials:**
  - \$10,875.82 in checking
  - \$16,718.07 in savings
  - Recommendation to move \$5,000 from checking to savings
  - Ron, Gary and Vincent scheduled to visit bank to update signing authority on Friday. We will also remove Jan and David from the signature authority.
- **Covenant issues:** N/A
- **Home Owner Correspondence/ Complaints:**
  - Fence on 51<sup>st</sup> needs repair. Paint may be hard to match at this point. Gary to get bids for repairing any/all spots needed and then do a complete repaint of the entire fence.
  - Gary will also check to see if we can get a group rate with same vendor on individual fence (chain-link post replacement)
- **Yard of the Month:**
  - 1705 Montpelier St is the selection for the month
- **Project Leader Reports**

- Architectural Committee: N/A
- Dues collection status:
  - Missing 9 homes for 2016
  - Reminder notices have been sent. One more reminder will be sent if payment is not received before following additional steps to collect.
  - Lean has been updated on 1 outstanding home
- New Business: N/A
- Next Board Meeting: November 15, 2016

***SHILOH AT BATTLE CREEK***  
***BOARD MEETING MINUTES***

November 15, 2016

- Call to Order & Attendance

Meeting called to order at 7:15. Gary, Les, Jeff & Steve in attendance. A quorum was established.

- Approve minutes from September 13, 2016 meeting

Minutes were approved by Les and 2<sup>nd</sup> by Jeff

- Banking / Financials

Gary reported bank balances. Checking \$7,104.73 and investment \$16,720.02

- Covenant issues (drive through look for violations) - None

- Home Owner Correspondence/ Complaints - None

- Project Leader Reports

- Architectural Committee – Board decided to ask Anne Shotwell to send a warning letter to a homeowner that replaced a roof without requesting approval from the Architectural Committee.
- Gary will work on a newsletter to go out sometime in December.

- Steve informed us of at least one homeowner who like to run for the Board. Those notices will go out with the annual meeting notice and dues invoices after Christmas.
- Landscaping - None
- **Dues collection status** – As of today, there are three homeowners that are delinquent on 2016 dues. Liens have been filed.
- **New Business - Fence Repair / Painting Project**

Fence project is complete. Total repair and paint cost was \$1,731. Repairs by Scott Ramsey and paint by Greg Gibbs.
- **Annual Meeting Date?** Gary will contact Battle Creek clubhouse and request a date sometime for week of February 19<sup>th</sup>.
- **Next Board Meeting – January 17, 2017**

This date looks good so far.