

## BOARD MEETING MINUTES

March 27, 2023

**CALL TO ORDER** by Mona at 6:20pm.

**PRESENT:** Mona Loomis, President; John Knauff, VP; De’Juan McDuell, Treasurer; Linda Carullo, Secretary; Dave Carullo, Director; Darrell Hotler, Operations Manager; Mike O’Meara, Finance Manager

**OPERATIONS MANAGER’S REPORT:** Darrell

1. Evorik Electric – Garage light photocells will be changed out by a certified licensed electrician.
2. Fences
  - a. Darrell will work with the Property Value Committee to look at each fence in LPG. Many need repair or replaced. Dave noted that pressure treated wood has changed and does not last as long as before. Mike said at this point vinyl is less expensive than wood.
  - b. There is a fence down on Gardenia that is the owner’s responsibility. The Board will send them a letter to remove the fence or we will remove it at their expense.
3. Method of Payment – Darrell needed a method of payment to purchase supplies. Rather than opening store accounts, Mike will have a bank card issued for Darrell. Any purchases over \$500 would need to have Board approval first.
4. Storage Unit – There are many items in the storage unit that are no longer used. It was suggested to sell them at the LPG Garage Sale. We will reevaluate the storage unit after unused items have been removed.
5. Spring Clean Up – Darrell talked to the landscaper about what is needed with the Spring mulching. Dave asked what was needed for pond maintenance. Darrell has already talked to Goetz about pond treatment. They also take care of maintaining the fountain. Darrell will write down the Spring Clean Up Procedures and give it to Linda to file.

### OLD BUSINESS

Finance Committee Updates – Mike, DeJuan, Dave

1. Quickbooks – Mike said a new version of Quickbooks will be out this summer. The person he talked with at Intuit extended our use through June 2023 at which time our version will no longer be supported and we will purchase the new version.
2. Delinquent POA Dues – All the member’s account information has been given to Linda for her to prepare for the next step with collections.
3. Bob’s Credit Card – Mike said that Bob had his own credit card that he used only for LPG business. He was to shred that card and no longer use it, but it did not belong to LPG. Bob turned in the statement each month along with his receipts for the amount to be paid.
4. Ongoing Corrections with Income & Expense Reports
  - a. Mike has been working with Intuit to resolve a problem with generating reports. After the first of the month a test result should show the direction he needs to take to correct the situation.
  - b. Mike is still trying to generate a report on the POA Capital Funds. We need to comply with what is required by our Covenants and do what is necessary to align with the Covenants. The Finance Team will look into this further and determine what needs to be done.

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5. Sandra Sibo's concerns for Condo dues – Mike now deals directly with their management company to collect the dues for the Condos. He will send an invoice to the company in December to collect the dues.
6. Overcharge – Mike has been in contact with the seller who had additional POA dues withdrawn from their bank account after their house sold. When that person returns from Florida, they will stop by Mike's and pick up their reimbursement check. They did not want it mailed.

### NEW BUSINESS

1. Front Entrance Landscape/Privacy Trees – Smalls will do the front entrance landscaping this year. Smalls will also put tall bushes in the Common Area behind the 5-unit townhomes between Columbine and Gardenia. When new plantings are put in a common area close to a resident, Mona would like to offer to pay one water bill for the resident if they will regularly water the new plantings.  
**MOTION:** Dave moves that we pay the water bill for one (1) month for the resident who agrees to regularly water new plantings in the common area. De'Juan seconds. No further discussion.  
Unanimously carried.
2. Neighborhood Grant Update –
  - a. Mona reported that we applied for another \$15K grant for sidewalk improvements. The city has approved our grant.
  - b. Darrell asked about planting grass seed by the new sidewalk that was put in last year. It was decided that Darrell will ask our lawn crew to plant the seed along the new sidewalks.
3. Proof of Insurance for Townhomes – We are required to have current insurance documents from Townhome owners. Bob used to take care of this. It was agreed that the Secretary would be responsible for maintaining the proof of insurance for the townhome owners. Linda will send a letter to all the townhome owners giving instructions and asking them to provide proof of insurance.
4. Citations – Citation procedures and form are being revised to bring it current.
  - a. The Operations Manager should oversee all citations to avoid multiple citations written up or other communication problems.
  - b. Any board member can write up a citation, but the form should be given to the Operations Manager for them to process and mail or deliver to the person.
  - c. The Operations Manager will provide a copy of the citation for the Secretary to keep in the member's file.
  - d. The Secretary or Operations Manager will follow up in 10 days to make sure the violation has either been taken care of, penalty paid, or appeal filed.
5. Email Replies - Board member and manager emails should be 'replied to all' so we have the necessary approval documented.
6. Unmoved/Expired Licensed Car – Darrell will look through the governing documents and contact the police department to investigate the proper steps for having a car removed that is in violation of city ordinances and/or our governing documents.

Meeting adjourned at 8:50 p.m.