

BOARD MEETING MINUTES

May 15, 2023

CALL TO ORDER by Mona at 6:19 p.m.

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 – A certified licensed electrician changed out eleven garage light photocells and corrected the problem of those lights remaining on in daylight.
2. An electrician was called to look at the streetlight at the corner of Lake Pointe Dr and Gardenia Dr.
3. The flag light is overheating. Darrell replaced the light. If this doesn’t correct the problem he will have an electrician look at it.
4. Fences
 - a. The owner on Gardenia has removed their fence that fell over in the storm.
 - b. Mike said the insurance payment was just received so Darrell can begin the fence repairs and replacements.
 - c. A fence along Vale Park needs a quick repair. Darrell should have the repair completed within the week.
 - d. Darrell noticed some fence damage along Vale Park that more than likely was caused by landscapers. He will talk with Jesse to take care of the repairs.
5. Fountain issues took about 3 weeks to get resolved but it seems to be working fine now.
6. Backflow prevention is scheduled.
7. Landscape crew
 - a. Spring cleanup is done.
 - b. Mulching is done. Jesse took it on his own to mulch the common areas at the entrance and pull weeds in some areas to improve the appearance. There was an upcharge for the time and material. We may need to relook at the budget for mulching and possibly draw from the surplus from snow removal.
 - c. Mowing season has started. Darrell will talk with Jesse about some poor trimming and missed areas.
8. Brown mailboxes were returned. One has already been used and another is spoken for.
9. Neighborhood Sidewalk Grant—The sidewalk project has been completed. Next to the new sidewalks have been seeded. Gariup Construction came back and seeded last year’s repair areas.
10. Many Improvement/Variance Requests have come in. Any of the Board who receive these requests should forward them to both Darrell and Greg Kaniuk who serve on the Property Value Committee.
11. Citations/Violations of Governing Documents
 - a. The citation issued has been resolved.
 - b. If verbal warning has been given, the situation should be documented.
 - c. The unmoved car has been removed.
12. An external garage light fixture had been changed out without Board approval. The fixture does not comply with LPGPOA Covenant standards. Linda will send a letter to the member giving them 30 days to replace the fixture with one that matches the other fixture. They will be given the option to have LPG replace the fixture and send her the bill for the cost of having it done.

OLD BUSINESS

1. Capital Funds Reports—Finance Committee: Mike, DeJuan, Dave
 - a. Townhome Capital Funds Report—Dave gave an update that the reports and supporting documents are accurate.

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- b. POA Capital Funds Report—Dave has worked with Mike to prepare this report and will meet with Lee Ranger to go over the form.
 - i. Mike has been transferring \$400 per month in this fund.
 - ii. It was recommended that future budgets should include a line item for transferring money into the POA Capital Funds.
2. Townhome Proof of Insurance—Linda has contacted each townhome owner. Once she receives one person's updated policy we will have proof of insurance from every owner that includes the coverage required by our Covenants.
3. Enforcing the Schedule of Late Fees, Surcharges, and Fees (posted on website)—June 1, 2023 we will begin charging late fees, fines, and the \$20 surcharge for the few people who have opted not to participate in the EFT Direct Payment according to the Bylaws, Covenants, and Schedule of Late Fees, Surcharges, and Fees.
 - a. Linda will send or has sent letters to each member who doesn't participate in the EFT Direct Payments.
 - b. A letter was also sent to Opportunity Enterprises so they can work with one of our members who is under their care.

NEW BUSINESS

1. Streets—Darrell will check with the City for repaving our streets.
2. Mulch—several members thought we should mulch more than what was done. It is confirmed that:
 - a. Odd number years we mulch the FRONT and SIDE yards of single family, duplex, and townhome properties. We do NOT weed. We do NOT mulch back yards, regardless of the location of the home.
 - b. Even number years we mulch common areas. We do not mulch residential properties.
3. Variance Requests
 - a. Darrell asked that we forward any Variance Requests to Variance Committee, both him and Greg Kaniuk.
 - b. The Variance Committee is authorized to approve routine variance requests without requiring Board approval as long as it complies with governing documents.
 - c. Verbal communication for minor issues will be documented.
4. Bank
 - a. LaVonne will be removed from the bank account.
 - b. Dave Carullo will be added to the bank account.
 - c. Linda will type a letter to Centier Bank and have the Board sign to approve the changes.
 - d. **MOTION**—De'Juan made a motion to change the approved person on the bank accounts by removing LaVonne Silhavy and replacing with David Carullo. Mona seconded. Unanimously approved.
5. LPG Address—Personal addresses should not be used for LPG business. All businesses, invoices, and other LPG correspondence and business dealings should be given the LPG business address: P. O. Box 2374, Valparaiso, IN 46384-2374. Mike is to contact companies and change invoices to reflect the LPG address.
6. Rental—There is a leased condo that we need to request documentation that is required by our Rules & Regulations. Linda will send a letter to the owner and send a copy to the owner's property management company as well as to Sandra Sibbo who represents The Oaks Condominiums.

Meeting adjourned at 8:40 p.m.