

VWPOA Regular Board Meeting Minutes  
November 1, 2021, 7:30 pm  
4802 Jamestown Lane

Meeting was called to order at 7:31pm.

In attendance: President Michelle McDaniel, Vice President Nicole Ramsey, Secretary Sammi Hicks, Treasurer Rick Downing, Landscape/Maintenance Chair Chris Doran, Architecture Committee Chair Larry Anthony, Welcome Committee Representative Kari Gibbs, Social Committee Chair Shaun Gilbert, Pool Committee Chair Ronnie Gilbert.

Since all executive board members were present, a quorum was established.

August meeting minutes were approved as written.

President's Report

Collin County DA asked if the board would agree to the pretrial diversion program for driver who caused damage to the neighborhood earlier in the year, as she has never been in trouble before and she has several positive letters of reference from her school principal and teachers. The board discussed and approved of the pretrial diversion program during a previous executive board meeting.

Vice President's Report

Nicole sent 11 certified violation letters in mid-October. Homeowners who received violation letters have until the end of November to address the issues. She has had contact with a few of the homeowners and will check to ensure the work was completed after the deadline.

Secretary's Report

Sammi asked for suggestions for the next neighborhood newsletter. She shared that continued difficulties with access to the website make it difficult to distribute electronically. Sammi suggested that it might be a good idea for the neighborhood to update the website so that it has a back end where board members can use features like blast emails from the administrator, document storage, etc.

Pool Committee Report

Ronnie is looking at options for addressing low water levels in the baby pool, as water evaporates quickly during the summer and low water levels have damaged the pump. An auto-fill for the baby pool would cost \$2800. A more economical option is to get a shut-off device (about \$250 per pump) that will turn off the pump if the water levels get too low in order to prevent pump damage. Board members have received a quote of just under \$5000 from the pool company to replace both pumps, which are aged, inefficient, leaking and require frequent repairs. Due to supply problems, pumps were not available when the quote was received, but the board is hoping to have them both replaced when the pumps are in stock, ideally before the end of 2021.

Additional suggested projects for the pool area include repair of the sheetrock behind the pumps in the pool house. Also, the board would like to place some sort of pan under the pumps and a sensor that alarms if there is a leaking pump.

Sammi said that there are a lot of fire ants at the pool and park. The board discussed the prospect of hiring a company to get rid of them because they've been treated with store-bought chemicals but the ants keep coming back.

#### Landscape/Maintenance Committee Report

Chris is still working with the City of McKinney to get the sprinklers repaired where they were damaged when the city fixed the sidewalks at the Lake Forest entrance. The city will also cover the cost to replace the newly-laid sod that died as a result of our inability to water due to leaks.

Chris recommended the installation of smart meters for the neighborhood sprinklers. He has one at his home and it is saving him quite a bit in watering costs. The sprinkler company will give the neighborhood one for free and it will cost \$1450 for the rest of them. The smart meters have their own hot spot.

A metal fencing section on Lake Forest going towards Boyd High School still needs to be fixed where it has pulled away from the brick wall.

Another item that still needs to be fixed is the brick wall behind the flower bed at the corner of Lake Forest and Virginia, where a vine is growing through the mortar of one of the pillars. The owner of the home where this is located has indicated that there are some health issues occurring in their family, so the board has decided to put this off until 2022 so as not to inconvenience them.

#### Social Committee Report

Shaun reviewed proposed events for 2022, to include a spring activity, the annual meeting in May, July 4<sup>th</sup> parade, and national night out in October. Sammi and Nicole discussed moving the 2022 fall festival to November because this year there were lots of conflicts for families on the day of the fall festival and the turnout was small. Upcoming expenses include hanging Christmas lights at the entrances. Per Kari, she has recently delivered two welcome baskets and doesn't anticipate any more for 2021.

#### Outstanding Business

Remaining items to be done for 2021 include: lock box for horseshoes at the park, new park bench, park trash can, climbing dome, replace electrical plug at park, exhaust fan in pool house, fence around garbage cans at pool, additional data storage for the pool's security system and internet at the pool in order to monitor the security system remotely. Rick will check pricing for internet but thinks with bundling of phone and internet, the monthly amount shouldn't increase much from the cost of the required pool emergency phone.

#### Treasurer's Report/Budgeting for 2022

2021 started with \$40,581.00, in the neighborhood operating which included the reserve fund and \$25,000 in funds to cover expenses for the first few months of 2022 (before the dues payment deadline). Right now, the neighborhood is projected to end 2021 with \$50,405.00. Currently, Rick is forecasting a profit of almost \$15,000 in the 2021 budget. This excess includes some unanticipated income due to a large number of resale packets. There are also some outstanding capital improvement projects that were budgeted but have not yet been completed. The remaining work items were discussed earlier in the meeting and are on track to be completed before year's end. Options to account for the account overage include: 1) lowering the dues for 2022; or 2) increasing the reserve fund in preparation for any upcoming large expenses, whether planned or unplanned. The covenants state that

the reserve fund must contain a minimum of \$18,000, which is the current balance. With costs of labor and materials steadily increasing, several board members suggested that it might be a good idea to roll the remaining funds into the reserve fund in order to carry a higher balance.

Michelle left at 8:40pm and asked Sammi to take charge of the remainder of the meeting.

Must-do projects for 2022 include: 1) fixing erosion along the concrete slab at the park; 2) repair brick wall at the corner of Lake Forest and Virginia Parkway; and 3) repair or replace fence/retaining wall between pool and neighboring home.

Other potential capital projects include: 1) a shade structure at the pool; 2) improved communications with homeowners through updated website or an app; and 3) walking path/fitness stations around the perimeter of the park. These items have not been approved at this time.

The board went down the budget line items for 2022 and discussed dollar amounts for each budget line. Proposed amounts include:

Insurance & Deductible	(\$4300)
Legal Fees	(\$1000)
Social/Web/Welcome	(\$1800)
Landscape Contract	(\$10,000)
Other Landscape	(\$14,000)
Maintenance/Repair	(\$2400)
Administrative	(\$700)
Permits/taxes	(\$567)
Pool Cleaning Contract	(\$6400)
Other Pool Maintenance	(\$2400)
Pool/Bathroom Cleaning	(\$750)
Electricity	(\$5000)
Telephone	(\$1200)
Water/Sewer/Trash	(\$8000)
Capital Expenditures	(?????)

Board members present unanimously voted to table approval of the 2022 budget for a later meeting so that the president is present to discuss and vote on capital improvement projects and decide what to do with the 2021 overage. A date to finalize the budget will be set and homeowners will be notified in accordance with the covenants.

The meeting was adjourned at 9:05 pm.