

STEEPLECHASE

2018 NOVEMBER BOARD MEETING

DATE: 11/14/2018

TIME: 7:00 PM

LOCATION: Clubhouse

AGENDA

- I. CALL TO ORDER: Meeting was called to order at 7:00 pm by Kevin Malburg
- II. ATTENDANCE: Steve Phelps, Chris Groth, Mark Tranbarger, and Jim Harmeling. Not Present: Jay Shelton, Kevin Smith and Sonya Havel. Representing Stonegate: Kevin Malburg
- III. OWNER OPEN FORUM:
 - a. Karen Smith informed management of some upcoming events. Monday, November 19th Christmas lights will be going up and they will go on the day after Thanksgiving. November 24th at 3 pm the Saturday after Thanksgiving there will be a decorating party for the clubhouse. Board members are asked to come and assist along with any students that may need volunteer hours. Santa will be here on December 15th and any volunteers that can assist with set up and take down would be appreciated.
 - b. Herb Kindel said he had been in touch with Vinnie of ARM and that he had some pricing for the replacement of the sign parts. Vinnie is no longer doing the installation but will provide parts. The company has gotten away from the LED lights and are providing a different type of light. It's still possible to get more lights needed for the signs, but it is possible that they will not be available in the future. Herb is still trying to get in touch with Vinnie to see how it all goes together, but if he is unable to connect with him, on a warmer day he will go up and try to determine how the street signs come apart and go together. Herb said that there are 4 street light signs that are out now. The board discussed about how many would be needed to get them up and running and have some on hand. The board was considering a purchase of around two thousand dollars. Mark recommended that they wait until Vinnie shows how it all goes together and comes apart before making a large purchase. The rest of the board agreed with Mark.
- IV. APPROVAL OF THE PREVIOUS BOARD MEETING MINUTES: A motion was made by Mark Tranbarger to approve the previous meeting minutes. Chris Groth seconded the motion. The motion passed unanimously.
- V. MANAGEMENT REPORT
 - a. Last Month's Financials
 - i. Management emailed out the October 2018 financials. Kevin asked the board if there were any questions and there were none.
 - ii. Current Account Balances
 - 1. Operating Account -\$9775.19

- a. Kevin had made the board aware that there might be some cashflow issues at the end of the year since the operating account is on the lower end. Kevin noted that if the current delinquent amount was paid in full that there would not be cash flow issues. Kevin requested that if there was the need to pull from the reserve due to operating cash flow issues that the reserve account be used to true up the operating account. Mark motioned to pull from the reserve account if needed and Chris seconded the motion. The motion was approved unanimously.
 - b. Kevin also brought up that with the painting of the clubhouse and the landscaping that was completed if the operating funds were used that there would be cash flow issues. In the end the reserve account would need to be used to pay for the projects. Otherwise, the bills would have to be paid when enough operating capital is present. Steve said he thought the painting project was supposed to come from reserve, but the grounds was supposed to come from operating. Mark motioned to pay for the painting and landscape improvements from the reserve. Steve seconded the motion. The motion passed unanimously.
 - c. Mark inquired about using a bank that might provide better rates to HOAs. Kevin stated that they have options when it comes to where they want their CDs to go, but that may not be an option for the operating and reserve accounts. Kevin stated he would ask Joey if it would be possible.
- 2. Reserve Account-\$69,067.65
 - 3. 4 CDs at Victory Bank
 - a. Victory 12 Month \$25,347
 - b. Victory 9 Month \$25,347
 - c. Victory 6 Month \$25,173
 - d. Victory 3 Month \$25,188.40
- iii. Review of Delinquent Accounts– Balance of \$14,866
 - 1. \$9,487 of delinquency over two assessments not paid.
 - 2. Bankruptcy in community- \$660
 - 3. Last month 4 letters went out about payments
 - a. These will be discussed in greater detail during a closed executive session.
- b. Site Tours
 - i. 3 violation letters sent out

- 1. Mark: What were those violations for? Kevin: One was for turf, one for dead trees and the other for a sports equipment improvement.*
 - ii. 603 Turfrider Ct, 480 & 540 Winchester Pot Holes

 1. Kevin called Boone County regarding pot holes at these locations. Kevin noted that the one near 480 had not been repaired. The workers had called him and stated they can have issues with more shallow concrete fills. Kevin also noted in his drive through that there were a few more pot holes that need filled. Kevin will be calling again to report a few more that need filled in the community.
 - iii. Turned the heat on in fitness area to 60 degrees on 11/13/ 2018
 - iv. Pilot light lit in Clubhouse for the reservations
 - v. Was asked about Grass Carp eating Frog Eggs – Kevin had a resident call in and said that there are a lot less bull frogs in the lake and wondered if the Grass Carp could be eating the eggs. Lake Doctors said that they have not heard of Grass Carp eating the eggs, but there are lots of external factors (predators and environment) that could impact their status at the lake. It is something that they can restock if the board would want to pursue at some time down the line.
 - vi. Charlie Brown

 1. Clubhouse Washed Down – Charlie washed down the front of the clubhouse so there are no more cobwebs, dirt and muck.
 2. Gutters Cleaned out – He also cleaned out the gutters at the clubhouse
 3. 3 dead trees by Sheffield and Wexford – The trees and stumps were removed
 4. Fire Alarms - The fire alarm in the clubhouse was beeping. Had Charlie come out and change it and the other two batteries for smoke detectors.

 - a. *Chris: Maybe we should schedule the changing of the batteries with the recommendation the fire department gives to have them changed out. Kevin stated that would be easy to do.*
 5. Insurance – Charlie provided his updated insurance, so Kevin will direct projects to him in the community areas as needed.
 - vii. Lights around clubhouse – At the end of last meeting Kevin noted the flood light by the main entrance was out. Upon coming out to double check the property the light sensors by the exercise room and the flood light for the flag were not turning off. Integrity Electric came out and fixed those issues.
 - viii. Notice to ACH payers – A notice was sent out to everyone that has signed up for ACH asking if they want Stonegate to go in and

- automatically deduct the full assessment amount in January for the 5% discount. They were asked to send in a signed document approving this.
- ix. Light sensor for storage room and extra light fixture – There was a pending work order that needed to be done from Diversified in the form of a light sensor that would go into the storage room. That has been installed. There is also a spare light fixture that is in storage if needed now.
 - x. Exercise and Leisure Maintenance Plans – After three items breaking down in the exercise room in a short period of time, it made sense to go with a maintenance plan for the equipment. It is a bi-annual agreement for them to come out and service the equipment and should save the community money versus waiting to call out when something breaks.
 - xi. Tanning Bed – Kevin Smith reported that the tanning bed had a crack in it. Kevin noticed in looking at it that he couldn't even get it to stay upright. There was some discussion from the board regarding what to be done with it since it's an older model tanning bed. They also googled what the cost of a new tanning bed would be and the costs that were coming up were wanting them to call in to determine what the cost was for them. Kevin commented that he had worked in student housing before this and almost everyone in that industry were getting away from that amenity due to the liability with it. Kevin noted there since there is no one monitoring the tanning bed there is no oversight, which there are some guidelines that go into the proper operation of a tanning bed. After some consideration the board noted that at this time the current tanning bed should not be used due to the issues it was having and that it should be removed. They tried to think about what the space could be used for, but nothing had been fully determined.
 - xii. Accident on Grand National – Jim Bornhorst had the insurance agent stop by on 11/12. Once they are done, he can get the site cleaned up. Jim has quotes ready to go. He only needs to know what insurance is paying for, so he can move forward with making the repairs.
 1. *Jim: We met with easement group and Jim stated he has quotes ranging from \$800 to \$1800 to get the fence fixed.*

VI. OLD BUSINESS:

- a. 2019 Budget – Kevin presented the proposed 2019 budget to the board. Kevin stated that currently the budget is setup in a way that does not increase the assessment fees for the coming year. The previous budgets had a lot of money incorporated into the Landscaping Contract and Kevin broke that out into Holiday Decorations, Ground improvements, Easement payments, and Irrigation so it'll be easier to track costs year to year. Kevin added in 3k for goose/animal mitigation. Kevin also broke out the lake maintenance contract and added in some additional options to be used to keep the lake healthy through being proactive and not as reactive. Money is set aside to do a reserve study to

determine if the reserve is being funded the way it should be along with a look at the community and what money should be saved for replacement, maintenance, etc. Kevin noted this will help determine if the assessment is a good level or if it needs to be increased. Chris motioned to approve the budget as is and it was seconded by Mark. The motion was approved unanimously.

- b. Non-Working Street Sign Lights – Kevin noted that this was discussed in the resident open forum.
- c. Board Election/Roles for next year – Kevin noted that this was discussed at the previous meeting and there were no updates.
- d. AAA State of Play – Mark commented that the guy he had for concrete was not interested in doing concrete footers for the benches and picnic tables. Kevin asked if the concrete footers were to prevent these from moving or getting stolen. The board said it was to make sure they were level. Kevin had reached out to AAA and the person that had provided the quote was no longer there and that the quote needed to be reworked. They recommended that there be something in place to keep the rubber mulch in place like timbers. It was also recommended that there be a lift gate to help move the mulch and an extra load of rubber mulch. This increased shipping and installation costs and the cost that was around 17k is now closer to 21k. On top of that there will be a cost for removing the sand. The board discussed what they had thought previously regarding a basketball court and that something does need to be done for the area. Kevin recommended that he can reach out to a vendor that will come out and provide the playground equipment and will do the entire project themselves and it won't be piecing vendors together. The board agreed to table a decision and see about what another quote might run.
- e. Letter to the board – School construction: Kevin provided a letter to the board that would go to the Boon Board of Education from them to state their interests be known regarding construction. The board approved the letter and Steve signed it. Kevin stated he would provide the letter to Casey Watkins to provide to the board since he has formed a relationship with people on the board.
- f. Clubhouse Coordinator Process – The board reviewed the paperwork and policies regarding the rental of the clubhouse. The main concern that was raised was during the budget discussion and that with what is made in the rental of the clubhouse that it does not cover the coordinator and cleaning costs. The board elected to increase the clubhouse rental fees to \$75 for residents and \$100 for non-residents. These would go into effect for January 1, 2019, but anyone that had already reserved for the 2019 year would be grandfathered in at the old rate.
- g. Enforcement
 - i. Mailbox Maintenance – This was added in to the letter for residents and Kevin did a count of what is available and there is a good amount right now that nothing needs ordered.

- ii. Trash cans – Kevin noted that he has not seen any issues with trash cans staying down by the curbs, so he has not had to do anything in regard to enforcement for trash cans.
- h. Pool Bids – There were three bids presented for the pool services. The bids were pretty much in line with the Art Daniel's bid. Mark motioned to approve the Art Daniels bid and it was seconded by Jim. The motion was approved unanimously.
- i. Newsletter – Send out the newsletter with the coming budget, fees, and statement for the coming year.
 - i. *Chris: How many times does the newsletter go out? Kevin: It goes out two times a year. Can you include the increase in fees for the for the club house and the removal of the tanning bed? Kevin: Not a problem. Mark: Did you include the painting of the clubhouse? Kevin: No, I didn't include it since I finished the letter before the project began. Mark: I would include that in there. Chris: I would also include something about not going out onto the ice or throwing rock to try and break the ice in the lake. Jim: Did you include something about cleaning up after your dog? Kevin: Yes, I did put that in the newsletter.*
- j. Raking of Pond – Charlie Brown will be working on this in the next week or two.
 - i. *Chris: I saw him out there on the lake in a boat this week, so he is working on it.*
- k. Painting Bids for Clubhouse – CertaPro finished up the work for the clubhouse. They painted everything everywhere.
- l. Website – Board decided last meeting to stay with their current web services.
- m. Clubhouse Playroom – Kevin told the board that he opened up a claim on the playroom. The insurance people were out on Tuesday, were going to call Charlie Brown about the fixes he made and should follow up by the end of the week or early next week. The board looked at the damages and asked about costs. Kevin stated the deductible is \$2,500 and that is about the cost to put everything back together. Remediation of the room would be around \$1,300. Steve and Mark discussed if it would be worth it if it caused their insurance rates to go up. Kevin summarized that if the rates do not increase, to proceed with the work. If they do, follow up with the board and move forward. The board agreed with this option. They were also hoping that Kevin could get some quotes on insurance pricing for the next year to see if they get a cheaper rate and possibly adjust the deductible.
 - i. *Mark – If we can include Crawford Insurance as a quote option. Kevin: I can do that.*
- n. Carpets in workout room – Kevin said the squares were installed and asked the board what they thought. The stated they thought it looked good. Mark commented that he thought it could go over to where the weight machine is located and go under it. Kevin stated that at any time the puzzle piece parts

- could be cut off, so it looks better, but left them so it could be expanded at a future time if it was desired.
- o. Entrance to Property Easement – Jim Harmeling reported that the group had met, and they had discussed the fence maintenance. They also had the budget to do a clean cut of the island at the entrance, so it looks better before they start doing the expansion. Kevin noted that the island looked like it had all been cut back, but he wasn't sure if it was related to Jim or it had just been cleaned up.
 - p. Quarterly Billing – Coupons versus Statements: Will be sending out statements each quarter
 - i. Kevin asked the board for discretion in waiving fees under \$40 that came over from Diversified that owners contest and there is no way to prove where those fees came from. The board agreed this would be fine as long as there is no documentation to back up where the fee came from and it is contested.
 - q. Pay in full discount – This is staying in place for the coming year.
 - r. Landscaping Improvement Project – Kevin noted that the project had been completed.
 - i. *Chris – Did we ever hear from the owner at the corner of Foxhunt and Grand National about taking out the Juniper. Kevin – I reached out and I never heard anything back from him, so we didn't move forward with the removal. Mark – What about the Junipers around the exercise room. Kevin – those were not a part of the quote. Mark – I know there was some concern from residents regarding that people could go behind them and possibly hide. Jim: Ground Systems did the entrance way just cutting down to the base. Chris: Charlie Brown might be able to come in and hook up his truck to them and pull them out. Kevin: I can have Charlie Brown do it and it should be inexpensive, and we can determine what we want to go there in the spring.*
 - s. Lake
 - i. Lake Doctors – Kevin stated that if possible, he'd like the board to approve Lake Doctors services for next year. Kevin went through all the supplemental services they provided (Float logs, Goose Chaser, Muck eater, fish restocking, and cutter removal). These did not need to be voted on right away, but Kevin would bring them up in March to determine what needed to be decided on. Skip Motioned to approve the contract with Lake Doctors and Jim Seconded the motion. The motion carried unanimously.
 - 1. *Chris: I had heard from someone at Lake Doctors that the Grass Carp are too big and need to come out. Mark: The fish that we put in there would only do so well since there is no limestone in the bottom and its just muck. Chris: How long has it been since it's been restocked? Kevin: I know Matt from Lake Doctors stated*

*that he didn't know of any restocking in the recent years. Mark:
Jay should know, but I was thinking it's been around 10 years.*

- ii. Edges around lake – Lake Doctors did a report on the lake health and the importance of having some growth around the edges to help with run off is mentioned.
- iii. Geese – Kevin stated Joey went over this in great detail last month.
- iv. Grass repair near the sidewalk repairs – These repairs were made and there is grass starting to come up and Kevin will keep an eye on it.
- t. Jeff Casazza
 - i. John Henry Home Lots & Centerline Development Empty Lot Maintenance Agreements – Due to Attorney/Client privilege this was discussed in executive meeting.
 - ii. Entrance to property
- u. John Henry – Lot 221 Dead Ash Tree. Kevin followed up with Adam that had become his contact. Kevin stated he's been calling about once a week to get an update and seems to make more progress each time, but still doesn't have much clarity on if it will be taken care of or not.
 - i. *Mark – Can you start calling twice a week to get this resolved? Kevin: Yes.*
- v. ARB Standards/Process – Discussed at last years meeting.
- w. Walking path covered in Hickory Nuts & Mud – Waiting for spring to see where there are water issues and look at options.
- x. Steeplechase Board Gmail account – The Steeplechase board Gmail account has been changed to kevin.malburg@spmhoa.com per last board's decision

VII. NEW BUSINESS:

- a. Wolf Cut Outs – The board discussed the option of using wolf cut outs as a deterrent for the geese and decided without someone being dedicated in moving them around it would be a wasted effort. Mark said he knows of someone that has developed lights for use in lakes as a geese deterrent and would at least like to be more informed of that option to see if it would be something viable for Steeplechase.
- b. Shower Areas – Tracy is requesting that there be two new shower nozzles, as the shower heads are hard to clean. Kevin recommended that they only be a detachable shower nozzle that hangs up as the shower head. The board agreed and asked to stay within \$50 for the shower heads.
- c. Fee limit for Management – Kevin said in the contract for non-budgeted items that management could go and make purchases without having to ask for board approval. Kevin said he knew the previous company was maybe around \$750 for an approval rate. Kevin was fine with whatever the board feels would be appropriate. The board discussed some options and said as long as there is no more than \$2500 in a month, but if there is more than that the board should be involved.

- d. Bush hogging or mowing – Ground Systems could redo their contract for us to have the area over by Foxhunt mowed instead of bush hogged. The cost is \$50 per time and the contract is set up for 4 bush hogging's. Kevin recommended doing it once a month (unless there is a really dry month where it's not needed. This would increase the costs by only \$150. The board was in agreement that seemed like a good option.
 - 1. *Chris – If we can get a quote from Ground Systems for bush hogging the area that leads down to the lower lake. That is something that has been commented on getting cleaned up and looking better.*
- e. Weight Rack – Kevin presented the board with 3 different quotes for a few different types of free weights. Mark commented that he thought it would be good to get some racks for the weight room and that they could expand the weights going down from 50lbs. Chris stated that he would look at Play It Again Sports to see if they had any deals before determining the next direction.
- f. John Henry Lot 159 = \$90 and lot 236 = \$25 – Statements were sent out last month and Lisa from John Henry had reached out and stated that her understanding is that they were paid in full. Kevin followed up with Gail from Diversified and she stated that the charges went back to when they had issues with the lots being maintained. Kevin stated that in his opinion since it had been 5+ years and there had been no collection efforts and Lisa had stated she had been with the company for 10 plus years. Mark agreed, and the rest of the board approved waiving the previous year's fees

VIII. SCHEDULING OF NEXT BOARD MEETING: Next board meeting is scheduled for December 12, 2018.

IX. ADJOURNMENT: With no further business to discuss, the meeting was adjourned at 9:21 PM