

**TPSHA Board Meeting
Minutes
April 12, 2018
6:30 pm – Brian Corcoran’s House**

Members Present: Brian Corcoran, Laurie Foondle, Terri Hutter, Lindsay LaJoye, Jim Sisung

Members Absent: None

A. Approve Agenda

Moved by Jim, supported by Brian, to approve the agenda. Motion carried unanimously.

B. Approve March 2018 Meeting Minutes

Moved by Terri, supported by Jim, to approve the March 2018 meeting minutes. Motion carried unanimously.

C. Approve Bills/Sign Checks

Auto Payment, \$842.78 – Republic Services (trash removal)
Debit, \$352.00 – Internal Revenue Service (2017 Federal taxes)
Check 1064, \$3050.00 – TPSHA (2nd quarter road fund)
Check 1065, \$245.00 – Kathryn Welch (2nd quarter bookkeeping)
Check 1066, \$30.00 – Kathryn Welch (stamps reimbursement)
Check 1067, \$225.00 – Kris Foondle (website hosting, registration, maintenance)
Check 1068, \$1620.00 – DK Services (snow removal)

Moved by Lindsay, supported by Jim, to approve the bills. Motion carried unanimously.

D. Review 2018 Budget, Financial Statements

The budget and financial statements were reviewed.

E. Old Business

1. Delinquent Homeowners – Status

None.

2. Emailing Invoices – Update

Terri noted that an email was sent to all homeowners to advise them that mailing quarterly dues invoices via the USPS would be discontinued and that the invoices would now be provided to all homeowners via email.

Following discussion, the Board agreed that future quarterly emails would consist of a standard paragraph, along with any announcements, and a generic invoice would be included as an attachment.

3. Snow Removal Contract – Update

Brian stated that he would talk with DK Services closer to the fall/winter season to discuss the snow plow threshold of two inches versus three inches.

4. 2017 Tax Return – Update

Terri provided an update to the 2017 Federal Income Tax Return. She said the 1099 CD interest of \$292.81 was less than the CD interest shown on the Budget Worksheet (\$366.84) and on the 2017 Financials. This was because the 2016 Road Fund interest was a low estimate. In order for the Road Fund CD to show the correct 2017 ending balance, she said, the 2017 interest on the Financials report included some interest earned in 2016, but this was not included on the 2016 Financials report. She expected the 2018 interest on the Financials report would tie to the amounts on the 2018 1099 forms.

F. New Business

1. TPSHA Correspondence – Homeowner-related Issues

None.

2. TPSHA Bookkeeper

The Board discussed the process for soliciting interest from residents for the position of bookkeeper, due to Kathryn Welch's recent resignation. It was decided that the position would be advertised to all residents, via email. The email would explain the duties of the bookkeeper, compensation, application procedure, and due date.

Laurie said she would send the email the week of April 16, attach the proposed agreement between TPSHA and the bookkeeper, and request applications by May 7. The Board would then review applications and make a decision at its meeting of May 10.

3. HOA Dues Payments – Late Fees

The Board discussed the idea of adding late fees to the invoices of any homeowners who were late in paying their dues, as there seemed to be an increase in the number of past due accounts. The CCRs state that "any assessment not paid within thirty (30) days after the due date shall bear interest from the due date at the rate of seven percent (7%) per annum." Given the miniscule amount of interest that could be applied to a late account, it was decided to not pursue adding late fees at this time, but to revisit it when the new bookkeeper was in place.

G. Grounds Maintenance

1. East Pond and West Pond Peninsula Clean-up – Update

Brian stated that he obtained estimates from DK Services (the company that provides TPS snow removal) for cleaning up both the east and west pond areas. The estimate for the east

pond clean-up, including removal of waste, was \$1,275. The estimate for the west pond peninsula clean-up, which included chipping and leaving the waste, was \$1,750.

It was noted that some west pond homeowners had indicated a willingness to work on cleaning up the peninsula. Given this, it was decided to move forward with cleaning the east pond area (north and west sides) this spring and revisit clean-up of the west pond.

Moved by Terri, supported by Jim, to approve the east pond clean-up by DK Services at the estimated cost of \$1,275. Motion carried unanimously.

Brian said DK Services also provided an estimate of \$250 per mow for the entrances only (the same as our current contractor Lee's Outdoor Services) and \$525 per mow for a complete mow (\$75 more per mow than Lee's). The Board agreed that it would not pursue bids for lawn maintenance and it would retain the current lawn service provided by Lee.

2. Application of Weed Control

The Board discussed whether weed control was needed on TPS property along Textile Road, as this was done in previous years. It was decided that weed control was not needed at this time, and that the Board would re-visit as needed.

3. Finalize Spring Clean-up Details

Brian stated that he would order 22 yards of mulch from Nature's Garden and have it delivered to both entrances (more at the north entrance). As he would be out of town that weekend, Laurie would purchase pretzels from Benny's Bakery for each entrance. She and Terri would provide a card table and a clipboard/sign-in sheet at each entrance. Brian would deliver water and yard waste bags to Laurie and yard waste bags to Terri prior to May 5.

Terri stated that she would spray Round-up around the south entrance, and Brian said he would do the same at the north entrance, which would help keep weeds from growing through the mulch.

Laurie said she would send a reminder email to residents a week prior to clean-up day, and Brian said he would place a reminder note at the mailboxes a few days in advance.

Brian said he would contact Lodi Nursery to ask about the health of the vegetation that was planted last year at the north entrance.

With regard to the fallen tree behind the Sisung/Cole property, located on the radio station property, Lindsay said she would contact the radio station to ask about having it removed.

H. Open Floor

Terri noted that the TPSHA By-laws required the Treasurer to "cause an annual audit of the Association books to be made by a public accountant at the completion of each the fiscal year." The Board discussed checking with TPS residents after the new bookkeeper was in place, via email, as to whether any were accountants and a willingness to assist with an audit. Terri said she could also check with previous neighbor, Kirk Johnson, who is a CPA. The Board thought the annual audit should be added to the list of Future Agenda Items and revisited at the end of the year.

Terri said she received the TPSHA insurance documents, which contained a few mandatory changes. She would review the documents and let the Board know if any of the changes were significant.

I. Adjournment

The meeting was adjourned at 8:10 pm.