

**TPSHA Board Meeting  
Minutes  
May 10, 2018  
6:30 pm – Jim Sisung’s House**

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

Members Absent: None

A. Approve Agenda

Moved by Terri, supported by Laurie, to approve the agenda. Motion carried unanimously.

B. Approve April 2018 Meeting Minutes

Moved by Brian, supported by Jim, to approve the April 2018 meeting minutes. Motion carried unanimously.

C. Approve Bills/Sign Checks

Auto Payment, \$842.78 – Republic Services (trash removal)  
Check 1069, \$700.00 - Lee’s Outdoor Services (lawn mowing April 2018)  
Check 1070, \$1283.00 – Auto Owners Insurance (annual insurance premium)  
Check 1071, \$609.68 – Brian Corcoran (Spring Clean-Up mulch reimbursement)

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

Terri noted that five homeowners were delinquent and that she would contact them if they were still delinquent mid-month.

F. New Business

1. TPSHA Correspondence – Homeowner-related Issues

Laurie reported that Tom Wojcik emailed with a request that someone call Mike Petraszko (former TPS resident) about our neighborhood’s road maintenance, as he was working on that issue in his neighborhood. Kris Foondle followed up with a phone call to Mike.

2. TPSHA Bookkeeper

The Board received one application for the Bookkeeper position, from Terri Hutter. Following discussion, the Board unanimously agreed to appoint Terri as the TPSHA Bookkeeper, beginning June 1, 2018.

It was also decided that Terri would continue to serve on the Board as Treasurer through 2018, at which time her two-year term would end. Following each quarter (through the end of 2018), Jim would review the financial documents to make sure they were in line with the online bank records and, at the end of the year, Jim and Brian would perform a financial audit.

With regard to the TPSHA bank accounts, Jim would replace Terri as a signer on the accounts, Terri's online access would be changed to read-only, and Jim would be added to the accounts with full access.

Additionally, the Board decided that the quarterly rebate would be paid to the bookkeeper at the completion of each quarter, rather than at the beginning.

Moved by Brian, supported by Lindsay, to appoint Terri Hutter as the TPSHA Bookkeeper, effective June 1, 2018. Motion carried unanimously.

The Agreement between Travis Pointe South (TPS) Homeowners Association and TPS Bookkeeper was then signed by Terri Hutter, Laurie Foondle and Jim Sisung.

To help prepare for the end-of-the-year audit, Brian will join Terri and Kathryn Welch when they meet to transition the bookkeeper responsibilities to Terri.

3. Webmaster Agreement

The Board reviewed the proposed Webmaster Agreement and agreed to add language specifying that the annual rebate of one quarter of the annual dues be prorated based on the months of service performed. Laurie said she would make the revision and provide the agreement at the next meeting for signatures (the Vice President and Treasurer would sign, in addition to Laurie as the Webmaster).

4. CD Rates

Terri informed the Board that both Huntington and Chemical Banks were offering special promotions for higher-interest CDs. She said the \$133,400 road fund account at Bofl Federal Bank was currently earning 0.8% interest and she suggested that the Board move \$50,000 or more of that into a new CD with Huntington Bank, which was offering 2.3% for 19 months. She said the Board could then decide where to move the \$58,000+ CD at Chemical Bank once it matured this July.

Brian suggested moving \$100,000, given that the CD rate was almost triple that of the Bofl Federal Bank account.

Moved by Jim, seconded by Terri, to move \$100,000 of the road fund money from the Bofl Federal Bank account to a new 19-month, 2.3% interest CD at Huntington Bank. Motion carried unanimously.

## G. Grounds Maintenance

### 1. North Entrance Plantings – Update

Brian stated that he would work with Lodi Farms Nursery to replace the two shrubs (of the new plantings) that did not come back this spring. He said he would also get a quote for having the crabapple trees at the south entrance trimmed. Terri stated some of the crabapple trees at the north entrance may also need trimming.

### 2. East Pond Clean-up – Update

Brian shared that the clean-up would be done by the end of May.

### 3. Inspection of Pillar Caps (Both Entrances)

As this was the last year of the five-year warranty for the pillar caps, it was decided that they should be inspected and that Kish Masonry should be contacted for any repairs that were needed. Brian said he would talk to Peter Shima about inspecting them together, as Peter had inspected them in the past.

### 4. Spring Clean-up Review

Laurie provided follow-up notes from the spring clean-up to assist in planning next year's clean-up. Pretzels from Benny's Bakery were provided at each entrance (a dozen each), along with bottles of water. The north entrance used 20 landscape bags and the south entrance used three. Four additional landscape bags were used at the north entrance by Brian and the Althaus' for tree branch removal prior to the arranged clean-up day. It was suggested that more people be assigned to work at the north entrance, as there was more to be done there. It was also decided that a total of 24 yards of mulch should be ordered next year, with the north entrance receiving 2/3 and the south entrance receiving 1/3.

## H. Open Floor

With regard to the spring clean-up on May 5, Laurie reported that a total of eight residents came to work at the north entrance (with two arriving later and two having to leave early). Given the low level of homeowner participation and the amount of work that needs to be done, she raised the topic of outsourcing spring clean-up in the future and increasing homeowner dues to cover the cost. If, for instance, dues were raised \$10/quarter, an additional \$2,400 could be generated to pay for this work. She suggested this approach resulted in all homeowners equally sharing the cost of this annual work effort. Laurie said the Board could solicit three quotes for the work, adding that she could provide a list of the different tasks that would need to be done at both entrances. Brian said he would look into getting an initial quote prior to the next Board meeting.

Terri asked about the status of the fallen tree behind the Sisung property; Brian said he would talk to Phil Bondie about the property owner (radio station) having it removed.

Terri also asked whether we should crack seal our roads this year. At some point it will no longer make sense economically, but we may not be at that point. Brian said he would talk to Kris Foondle about that.

Terri proposed that the \$245 third quarter bookkeeper rebate, budgeted to be paid in July and now not being paid until October, be rebated to Kris Foondle in June, as she knows he spent a great deal of time redoing the TPS website (for which he did not submit an invoice).

Moved by Terri, supported by Brian, to rebate one quarter's dues of \$245 to Kris Foondle for reconstruction of the TPS website. Motion carried (Laurie abstained).

Jim raised the issue of speed bumps (similar to those in Travis Pointe) and asked that it be placed on a future agenda. Brian said he could talk to our snow plow company and the schools (regarding school buses) as far as how they might be impacted by speed bumps.

Laurie stated that she would email everyone the revised Board Task Schedule and asked for any suggested revisions.

I. Adjournment

The meeting was adjourned at 8:25 pm.