

**WILLIAMSBURG IN THE WOODS**  
**Annual HOA Meeting**  
**Meeting Minutes**  
**May 17, 2014**

The annual HOA Meeting took place at the Plainfield Sports & Recreation Center. The meeting was called to order at 7:05 PM by President, Kyle Thompson.

The meeting started off with introductions from the homeowners. Brianna Houghland read the minutes from the 2013 annual meeting. A motion was made and the meeting minutes were accepted.

**TREASURERS REPORT**

**Year End 2013**

Checking: \$543.98

Savings: \$4,262.82

**Total: \$4,806.80**

The annual audit was completed by Kyle Thompson & Stan Whitaker. 1 property has a lien on file.

**Balance as of 05/15/2014**

Checking: \$5,833.24

Savings: \$20,263.08

**Total: \$26,096.32**

10 lots have outstanding dues and 1 lot has a lien on file.

**ARCHITECTURAL COMMITTEE REVIEW**

1. The architectural committee commitment was communicated during the meeting. The committee aims for the following:
  - To review & approve/deny all applications in a timely manner
    - Goal is to act in one week or less
  - Forms and information are on the website or available from board members
2. The HOA board received 7 requests since May 2013.

**NEIGHBORHOOD ENHANCEMENTS**

1. The new front entrances are complete and Bob Craig continues to follow up with the board to ensure all is well.
2. Showcase Lawncare was chosen for the annual landscaping and lawn treatment project. The total estimated cost to complete the following work was \$8,500.
  - Clean up and removal of dead trees (5)
  - Bi-weekly maintenance program (cycle plants, keep mulch fresh, pull weeds, etc.)
  - Additional weekly watering as needed
  - 5 lawn treatments

**Questions/Issues about front entrance landscaping**

- Why was a weed barrier not used? Wouldn't this benefit the companies financially?
  - 3 out of 4 companies suggested not to use a weed barrier
- Will more flowers be planted?
  - Yes, the project is still in its infancy stage
- What is the estimate for yearly maintenance?
  - Median Bid - \$14,000
  - High Bid - \$20,000

- Main goal is to keep the front entrance maintained with an annual maintenance contract
- A neighbor suggested native plants to Indiana; they are great for bees, butterflies and do not require a lot of water

3. Neighbors were reminded of the mailbox replacement program

- Mailbox only - \$67.41 / Mailbox installed \$95.41
- Post only - \$211.86 / Post Installed \$276.86
- Entire Unit - \$279.27 / Unit Installed \$344.27

**Questions about the mailbox program**

- Do the mailboxes include lettering?
  - Yes

4. Homeowners were asked if they wanted to see the luminaries continue. Only 14 homeowners volunteered to help with luminaries for the 2014 Christmas season. New Christmas decorations were purchased with the money that was not used on the luminaries in 2013.

**Suggestions/Questions for luminaries**

- It was suggested that we no longer do luminaries
- Another person suggested that we do it the Sunday before Christmas Eve instead of on Christmas Eve to increase volunteers
- It was also suggested that we offer hot chocolate and marshmallows
- What is the cost?
  - \$300 for supplies

Majority said that they would like to see it continued

**NEIGHBORHOOD ISSUES/CONCERNS/QUESTIONS**

1. Poor lawn maintenance/curb appeal at certain residences
2. Dandelions/weeds on vacant lot as well as infrequent mowing's
3. Cars in streets
4. Overnight Trailers/Campers/Boats
5. Please pick up after your pet while walking in the neighborhood
6. Street Light Outages & Repairs
  - a. Outages can be reported to Duke Energy by any neighbor
  - b. Must provide 3 or 4 digit number from each pole
  - c. Call 1-800-343-3525 or report on Duke Energy's website
7. Several Coyotes have been seen in the neighborhood. Keep an eye on your children & family pets and do not leave them unattended outside
8. Can we plant trees along 300 S?
  - a. Would need permission from the homeowners of the property
  - b. Originally the city said that trees are not allowed on the other side of the sidewalk but the HOA needs to revisit this because Avon is promoting trees on the street now
9. The covenants require homeowners to get approval to cut down trees over 12 inches thick. However, the board has agreed to waive the need for approval if the tree is dead.
10. There were many questions about the swales behind many homes and what the city can do to help
  - a. The neighbors were reminded that the swales are the homeowners responsibility
  - b. Someone suggested that native plants help with keeping mosquitos down
  - c. An engineering study was also suggested

- d. There are also issues with people pumping water from pools in streets and swales
11. A neighbor asked the HOA board if we follow the by-laws because the HOA notice about the meeting didn't include the agenda and treasurer's report. There was also a question about two signatures on a check.
    - a. The HOA board has good intentions and strives to follow all the covenants and by-laws
    - b. The HOA is insured for any fraud related activities
    - c. Bank charges \$200-\$300 a month to guarantee 2 signature & if we use 2 signatures, the HOA can't do online banking
    - d. It was agreed that the HOA needs to revisit the by-laws to ensure they align with how we do business today

#### **CURRENT PROJECTS FOR 2014**

1. Complete landscape project
  - a. More Plants
  - b. Control weeds and pruning as needed
  - c. Weekly watering as needed
2. Lawn Treatment Program
  - a. First Application was applied in April
  - b. 5 treatments will be applied throughout 2014
3. Foreclosed Property
  - a. The board has been actively in touch with bank and the homeowners of the vacant lot to ensure the lot is maintained
  - b. Working to have the areas treated

#### **FUTURE PROJECTS**

1. Front Entrance Renovation Phase 2
  - a. Bids for irrigation system in flower beds
  - b. Bring in dirt and reseed along Township Line Road
2. Improve Drainage in Wheelwright common area

#### **ELECTION OF BOARD MEMBERS**

##### **Re-election**

- Kyle Thompson – President
- Barbara Stader – Treasure

##### **New Board Members**

- Scott Lawrence
- Beau Hood

John Lee motioned and Paul Johnson second the motion to elect Scott Lawrence and Beau Hood

**Meeting Adjourned at 8:27PM**

**Notes taken by: Brianna Houghland**