

# Sand Creek Farms, HOA

## ZOOM Meeting Minutes-- March 26<sup>th</sup>, 2020

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Present:

Your HOA:

- Timothy Plunkett (CEO)
- Keshia Robinson (Director of Operations and Communications)
- Katelyn Robinson (Collections Specialist)

Sand Creek Farms Board Members:

- Tatiana Bement (President)
- Meredith Fagan
- Chad Russell
- Amy Robertson
- Mike Smith

**START: 7:06.**

**1. INTRODUCTIONS:** All parties introduced themselves. All board members updated Your HOA Community Management Company with their emails and phone numbers, allowing them board level access to the online payment portal: *PayHOA*.

**2. STATUS OF THE COMMUNITY:**

a. Urgent Matter: COVID-19: Your HOA verified the approval of a recent mass email regarding the option of delaying typical operations (*inspections, assessments, late fees..etc*) in light of the current Nationwide Pandemic. Meredith stated she thought that would be good PR for the HOA. Meredith moved to create a statement of help during this time of hardship. Mike seconded. This statement is to include the contact information for Your HOA.

b. Sink-Hole on SOUTH side of EAST Pond: Meredith mentioned the sinkhole located on the south side of their east pond. Tatiana shared media evidence of the drainage hole to all. She mentioned how she attempted to determine the depth, but rocks blocked the hole. Possible issues were addressed. Your HOA representative, Keshia stated the community's current pond vendor was unable to determine the underlying issue with the pond. More communication with other vendors will be required.

c. 5G Towers in Fishers: Tatiana questioned whether Your HOA received notice from Verizon Wireless regarding the new "mini towers" being installed near the homeowner properties. No action is needed as Your HOA is the registered manager with the Secretary of State for Sand Creek Farms, Homeowners Association.

### 3. INSPECTIONS:

a. Violations: Kesha asked about how the board would like to proceed with violations, as the weather has been better, and many homeowners will be home at this time. You HOA CEO, Tim asked the board what inspections their community dealt with the most and what the inspections team should keep their eyes on. Meredith followed with a list:

i. Lawn maintenance, faded/missing shutters, tree limbs that reach over sidewalks (*making walking difficult*). Mike seconded Meredith's list. It was a unanimous agreement that trimming the tree limbs should be a manageable task.

ii. Trash Cans & Satellite Dishes: All board members agreed that as long as these objects are not in front of the house, it should be fine.

iii. Mailboxes: mailboxes were addressed and told they are in need of attention. **Kesha is to get back to Mike about the discount price for the mailbox vendor.**

b. Drive Throughs: Meredith mentioned the current COVID-19 crisis and determined the best course of action was to limit the drive-throughs to **once a month until May 4<sup>th</sup>, then twice a month forward**. The board unanimously agreed.

c. NO Violation Letters Pre-Approvals: Kesha asked the board if the inspections team had the pre-approval to send courtesy letters or violation 1 letters. Meredith returned with the question of cost per letter sent. (*\$0.95 per Express Mail*) *From what, Your HOA representative Kate can determine:* The board would like to approve letters for now, until the average price per month can be determined.

### 4. PAY HOA TUTORIAL:

a. Tim screen shared the *PayHOA* portal for all board members to see. He went into detail about the operations of the portal. He described all of the board member level access permissions as well as basic unit information that all homeowners have access to.

### 5. SPRING NEWSLETTER:

a. Newsletter Draft: Meredith would like a draft of a spring newsletter from Your HOA with contact information and *PayHOA* information included for homeowners.

b. Social Event Ideas to REVISIT May 6<sup>th</sup>: In light of the current pandemic, all social events will be revisited on May 6<sup>th</sup> to determine events and dates.

**6. FINANCIAL QUESTIONS:**

a. 2020 Budget: Chad mentioned his concern with the budget being in the red. He would like to address the common area maintenance and vendor prices. **Kesha stated she can determine the 2020 vendors and see where cuts can be made. An updated budget will be drafted.**

**7. NEXT MEETING:**

a. Next Board Meeting: **May 6<sup>th</sup>, 2020: 6 pm on ZOOM.**

b. Next Annual Meeting: Tentative\* For the end of August. Tatiana is supposed to reserve a room at the Library.

**Meredith moved to adjourn the meeting at 8:30 pm. Mike seconded.**