

**Minutes of the Walnut Grove Homes Association
March 2021 Board Meeting
March 16, 2021 6:30 p.m.
via Zoom**

Attendees: Liz Fenster, Doug Hyant, Molly Hyant, Eileen Goode, Hayden McCann, Charlie Morgan, Jeff Vanderpool, Kim Grimmer, Paige Hawkins, and Danielle Bashirullah

Homeowners Present: Jen Huntley and Kathy McComb

President Liz Fenster called the meeting to order at 6:32 p.m.

Secretary's Opening Remarks: Mr. Grimmer described the Board's preference for the methods of homeowner participation in the Board's Zoom meetings.

February 2, 2021 Board Meeting Minutes:

The February 2, 2021 Board meeting minutes were submitted by Mr. Grimmer prior to the meeting. The Board unanimously approved the minutes as drafted.

Officer and Committee Reports

• **President's Report**

- Ms. Fenster discussed the use of the IONOS email system and the importance of using the WGHA email addresses on IONOS for history and continuity of records. She has assigned passwords to all the officers who have IONOS mailboxes and can review how to use IONOS with anyone needing refresher training.
- Ms. Fenster reviewed the Google Drive for the WGHA and demonstrated the access to folders on the Google Drive. If anyone needs access as an editor or commenter they should let Ms. Fenster know.
- Regarding physical records:
 - Mr. Hyant has physical records of the WGHA, including Treasurer archives.
 - Ms. Fenster has physical records (primarily secretary archives.)
 - Mr. Vanderpool has the ACC physical records, most of which have been digitized.
 - Mr. Phillips is believed to have some Greenway committee physical records.
- Derek Pavelec inquired about organizing the neighborhood garage sale. No sale occurred in 2020 due to Covid. He wants to know if the Board is comfortable with putting out information to drum up interest in a sale in the Spring or Fall. The consensus was that the Board could support a Fall sale dependent on Covid conditions.

- Mr. Morgan suggested that the word get out via newsletter or emails about the possibility of a Fall sale to encourage neighbors to hold off on individual Spring sales.
 - Discussion about future neighborhood survey.
 - Ms. Fenster tabled this discussion until the end of the meeting.
 - Pam Conrad is interested in becoming certified by the Madison Street Department as a Master Recycler.
 - \$15 fee for the training and the certification requires a community outreach presentation. It is unclear if Ms. Conrad is seeking reimbursement.
 - General agreement that the Board should support recycling.
 - Ms. Fenster will tell Ms. Conrad that the Board will support outreach and clarify if she is looking for reimbursement of the fee.
- **Architectural Control Committee**
 - Two pending approval requests or inquiries. Neither involves a formal application and there has been no formal action as to either yet.
 - Discussion of adding new ACC committee members. Mr. Vanderpool wants to increase the committee to the authorized six members (or even higher to “build up a bench” for the future.)
 - By-laws call for 3 to 6 members. But this can be amended.
 - Some desire to have diversity of members from different plats.
 - Brief discussion about whether the Board need to make appointments, and if so how the Board might want to vet prospective members.
 - Discussion of a need for term limits to open up opportunities for service.
 - Mr. Grimmer moved: (a) that Ron Wynne, 422 North Westfield, be added to the ACC, as he has requested to serve on it and has past experience on the ACC; and (b) that by the time of the next board meeting, or sooner, Mr. Vanderpool present the Board a plan for further expansion of the ACC including addressing applications to serve, vetting of applicants, and dealing with term limits and/or a wait list. Ms. Fenster seconded the motion and it passed unanimously.
- **Greenways**
 - Keyman Lawn Care has been contacted by Ms. Hyant to confirm their billings for fertilizing services.
 - Future bills relating to the greenways will be reviewed for correctness by Ms. Hawkins and then forwarded to Ms. Hyant for payment by email using jpegs of the bills or pdfs. Then those records will already be digitized.
 - Discussion of future mowing bids and the need to ensure that certain bare areas of greenways (primarily on Greenway D) not be mowed.
 - Discussion of the possibility of some discrete signage to keep those areas from being mowed.
 - Discussion about reducing the areas being mowed. Many homeowners in narrow portions of greenways or along the pathways mow up to the edge of paths. Might be a cost savings.

- Ms. McComb mentioned that on Greenway B there is another section that needs to be avoided by the mowers. She previously discussed with Mr. Phillips. She will discuss with Ms. Hawkins.
 - Eco-Tree is finishing this Spring the tree removal work started last Fall. It's already paid for.
 - Circle Grants and Circle Reimbursements
 - Circle reimbursements are up to \$50 per year, aren't approved by the Board, just go through Block Captains on the circles and then to the Treasurer. Block Captains need to coordinate so there aren't two separate homes seeking reimbursement for some improvements (whether coordinated or separate). Historically those request go straight to the Treasurer and not via Greenways Committee. Ms. Hyant wants to have these be verified by the Greenways Chair to ensure no more than one reimbursement per year per circle. It was agreed that the Block Captain Chair would keep track of the reimbursements for the same purpose, and coordinate so just one family goes out and purchases materials for beautification. The block captains will go to the Block Captain Chair who will then coordinate with Greenways Chair and the Treasurer. Receipts should be sent to Treasurer with photos or .pdf's of receipts.
 - Circle Grants are up to \$500.00 per year, and require the circle to present a written plan (with the budget) for approval by the Board. They are currently limited to three per year, (14 circles on a five-year cycle), but it has been awhile since three were granted.
 - The increase in annual fees are intended to address greenway trees maintenance, removal and replacement. Greenways Committee will prioritize tree work.
 - Brief discussion about bulking up the Greenway page on the website sometime in the future to address the reimbursements and grants programs and to explain how the prioritizing of tree maintenance on Greenways and Circles will be done by the Committee.
 - Ms. Hawkins will contact Keyman about not fertilizing on the portion of the greenway directly behind Ms. Conrad's lot, 22 Harwood Cir. N, as she works to reseed that portion of the greenway. Ms. Fenster or Ms. Hawkins will follow up with Ms. Conrad.
- **Treasurer (Ms. Hyant)**
 - A copy of the treasurer's report is attached as Exhibit A hereto.
 - Current Cash on Hand is \$17,853.
 - 84 Lots have already paid \$12,360 in 2021 assessments.
 - We received \$300 in 2020 dues since the last report.
 - Discussion took place on:
 - whether dues notices should be sent to both the primary and secondary email addresses on file with the Association. This March they were sent

only to primary email addresses. It was decided to send them to all email addresses on record going forward, with a clear-cut statement in the beginning of the notice that it is being sent to multiple addressees and only one payment should be made.

- the need to mail merge lot owners' lot numbers in individual dues' notices. This takes lots of time and effort. General consensus was that merging was not necessary and so it will not be done in this year's follow up reminder emails, and likely not in future years.
- Email reminders of 2021 dues outstanding to be sent out by early to mid-April, as the due date is May 1st.

- One homeowner sent a letter complaining about the dues increase on "ability to pay" grounds and contending that his and his wife's lot's dues did not legally increase as they did not sign and return the acceptance of the Amendment. Mr. Grimmer to write a draft response for review by Ms. Fenster and Ms. Hyant to consider sending the homeowner. General consensus was against reducing dues based on documented inability to pay concerns.

- **Social**

- Mr. Morgan has been soliciting new members for the Social Committee. A Zoom meeting was held with the neighbors that expressed an interest. He feels it was a nice group of folks to pitch in on planning and implementing social events.
- Discussion of By-law provisions on Board assignment to committees.
- Discussion on acquiring some signs for neighborhood events, e.g. annual meetings, social events and garage sales. Mr. Morgan proposes three signs at an approximate cost of \$450.00. Buying signs was in the 2020 budget but not done due to CoVid. Discussion about sign placement for maximum effect.
- Mr. Grimmer moved to have the Board delegate to the Chairs of the Greenways and Social Committees the power to select and add as many committee members to their respective committees as they deem appropriate. Motion seconded by Ms. Fenster and Ms. Hyant. Motion passed unanimously.
- Mr. Grimmer moved that Mr. Morgan be authorized by the Board to make the final decision-making on the acquisition of signs at Association expense. Motion seconded by Mr. Hyant. Motion passed unanimously.

- **Communication**

- In 2019 we did Association newsletters in Spring around this time and in the Fall.
- In 2020 we did Summer and Winter newsletter. Mr. Hyant solicited feedback as to whether we need a newsletter this Spring/Summer or if items can be handled with individual emails. We talked about the Circle Grants and the garage sale, and lots of communications from the city.
 - Ms. Bashirullah thinks the newsletters are a more effective way to give "forward looking" notice of things. Ms. Hawkins agreed. Mr. Hyant thinks it is just a matter of timing not whether we continue them.
 - Mr. Morgan wants to talk about a Fall garage sale to avoid people doing their sales in the Spring. Maybe hold out the possibility of July 4th Picnic

and work to perhaps develop a Neighborhood book club. Thus he favors a spring newsletter.

- Ms. Fenster favors doing a newsletter in May to give everyone time to gather thoughts on items to include.
- Discussion of need for newsletter to address control of dogs and their by-products, including signage adjacent to greenways to make clear if an invisible fence is in use.
- **Block Captains**
 - Block captains duties and coordination by Ms. Bashirullah were discussed throughout the meeting. *See above.*
- **Neighborhood survey**
 - Due to time constraints, this proposal was tabled. Within the next week the Board will respond to Ms. Fenster's request for input on the neighborhood survey process outlined in her President's Report distributed for this meeting, including topics on which to solicit input from neighbors. Ms. Fenster's current thinking is to have a general survey followed up by more specific surveys based on initial responses. Goal is ten questions or less per survey taking less than five minutes to complete. Ms. Bashirullah and Ms. Fenster are the survey subcommittee to copy on Board members' ideas.
- **Open Discussion**
 - No one proposed any open discussion
- **Adjournment**
 - Mr. Grimmer moved to adjourn the meeting at 8:25 p.m. Ms. Fenster seconded the motion. Motion passed unanimously.

Next Board meeting will be on Tuesday, May 18, 2021 at 6:30 p.m. Assuming we will still be meeting virtually, Mr. Grimmer will send out a Zoom invitation by May 11th.