



Meeting Minutes
January 14, 2020

BOARD MEMBERS PRESENT: Doug Nix, President
Kathy Juergens, Secretary
Curtis Litchfield, Treasurer

PROPERTY MANAGER: Greg Phillips, AMC Management

LOCATION: Corporate Parkway Library

OTHERS: 2 households were represented

I. Call to Order and Approval of Meeting Minutes

The meeting was called to order at 6:30 p.m. The annual meeting minutes of September 4, 2019 were approved at the executive session meeting held in October of 2019. There were no additional minutes to approve.

II. Manager's Reports

A. Financial Report – a report was not provided due to transitioning from City & Village to AMC. It was agreed that the December and January financial reports will be distributed by email.

B. Violations Report

1 **203 Homeshire Circle** - Discussed the violation letter that was sent to 203 on December 11, 2019 regarding the color of the front door, torn screens, top panel of the garage door and leveling of the air-conditioning unit. There was no response so a final notification letter will be sent with a deadline date of February 17 to correct the issues or a fine will be levied.

2 **220 Homeshire Circle** – a letter was mailed on January 6 informing them that the address plate on the mailbox needs repair. Doug has the necessary clips and he will repair the plate. It was decided that there will be no charge to the homeowner.

3 **138 Homeshire Drive** – trash can violation letter was sent to the owner.

C. Project Report

1. **Pavers project at 150** – the correct address is 142. The AMC maintenance supervisor is in the process of getting a quote for the pavers. The project will be completed early spring. It was agreed that the area around the mailbox will be mulched and pavers will be used along the side of the driveway.

2. **Lawn Restoration at 136** – James Henry, Natural Lawn & Landscape, suggested aeration and over seeding for the whole community in the spring. Greg will discuss further with James Henry and obtain his recommendation.

III. Unfinished Business

- A. Resolution to Adopt Previous Board Resolutions** – Greg will correct the resolution to change “storm doors” to “front doors and garage doors.” The purpose of the document is to affirm the resolutions passed by previous Boards. A resolution is only valid while that Board exists. Greg will email the corrected resolution and the Board will sign and return to Greg.
- B. City & Village Transition Update:** AMC has received all files and funds from City & Village. If City & Village receives any further assessments, they will return the check to the sender. Homeshire financials should be available mid-February. Amy will be handling the Homeshire account. AMC will not levy any late fees for the first two months.

IV. New Business

- A. Roof Warranties/Project Complete** - Greg verified that the warranties were received. Greg will follow up with J. Walsh regarding an insurance reduction.
- B. Siding Repair** – Quality made one small repair to siding.
- C. 214 Homeshire Circle** – Curtis commented that one of the owner’s cars is continually being parked in front of the fire hydrant and that this has been reported to the police a few times. Doug also mentioned that the owner has a tether for her dog, which is not allowed. Greg will send a letter notifying her of the violation.
- D. Dog waste** – Greg spoke to the owner of 133 and the tenant will be moving out by the end of January as they are behind on rent. Doug mentioned that there is a chunk of driveway missing at that unit also. Greg will take a photo and get a quote to patch it.

V. Open Forum

1. A resident inquired about the proper approval procedure when installing a storm door. They were told to submit an Architectural Request form and provide a picture of the door. The preferred storm door is one with solid glass front and white frame.
2. A resident inquired as to what color to use to repaint her front door. She was told that the official color is Sherman William’s Country Squire.
3. A brief discussion was held on mailboxes. They have all been straightened with the exception of one which needs a new post and Greg will approve the replacement.

Mailboxes are limited common elements which have an aesthetic purpose and are the responsibility of the owner. There are different components to the mailboxes, i.e., post, mail box and address plate. As an HOA, Homeshire put on address plates and it was decided that Doug will replace the clips on the address plates as needed at no charge to the owner. However, if the mail box is damaged or if the flag is broken, replacement/repair should be the owner’s responsibility. It was agreed that a policy be written to clarify the policy.

VI. Adjournment – the meeting adjourned at 7:22 p.m.

The next meeting will be scheduled for the latter part of March.