

# **Leawood Townhome Association 09/19/2017 HOA Meeting Minutes**

## **I. Call to Order**

Michael Shaw called the meeting to order at 7:10 p.m.

## **II. Board Members Present**

Michael Shaw, Tom Monahan, Satch Bradford, Cheryl Welding, Heidi Kulas, Bill Cox and Ashley Ellen Carey

## **III. Non-Board Members Present**

Kathy Betts

## **IV. Agenda Items Discussed**

- a. Kathy Betts, our Property Manager, discussed what resources from PJ Morgan are made available to the HOA

### **Monthly Statement**

PJ Morgan provides a monthly statement that details the work they have done on behalf of the HOA, sent via email each month.

### **Collection of Dues**

PJ Morgan handles the collection of dues for the HOA. They also coordinate the payment of the bills for the Association.

### **Fiscal Budget**

Each year, PJ Morgan will review and evaluate current and past budgets as well as monthly financial statements in order to assist in the projection of the Association's annual budget.

### **Repairs**

As part of the management agreement with the Leawood Townhome HOA, PJ Morgan will obtain bids from outside vendors for contractual repairs of the property, and upon Board approval, schedule when and where the repair will take place. Handy man services are also available to all homeowners through their maintenance staff.

### **Vendor Relationships**

PJ Morgan has built many long-lasting relationships with trusted vendors and key individuals within the community. They can make recommendations, and often times, they are able to pass on a volume discount for certain jobs performed to the Association. In addition, PJ

Morgan charges no extra fees for supervision of work from start to finish.

**Property Site Visits**

As a part of PJ Morgan services, a representative from their company will make regular site visits to review the neighborhood condition and check on vendor progress.

- b. Preparing a short & long-term budget

Both Kathy Betts, with PJ Morgan, and Michael Shaw will be responsible for preparing a month-to-month budget for the next three years. Anticipated due date will be prior to November 15<sup>th</sup> and will be implemented beginning in January of 2018.

- c. Creating a capital budget for siding and tree trimming

Michael Shaw will be responsible for preparing a siding and tree-trimming budget. PJ Morgan will schedule a walk-thru with one of their general contractors to review any possible siding issues with each unit. The general contractor will decide on the severity of each unit and will also provide an estimate for the work to be performed.

Board Members will also aid in providing feedback and assisting with the preparation.

In regards to siding, the properties will be ranked in order of severity.

- d. Obtaining snow and lawn care bids for FY2018

Kathy Betts will send out bids for snow and lawn care for calendar year 2018. The bids should be made available for Board approval by the October HOA meeting.

Leaves to be collected and gathered no earlier than mid November.

- e. General contractor to be assigned on remaining insurance claims to be monitored and paid.

The Board agreed to have Kathy Betts manage the remaining insurance claims and work to be performed from the June storm.

Kathy Betts will reach out to Transformations, Inc. to determine what work remains to be performed.

- f. Follow up on roof damage from the July hailstorm with the insurance company.

**Note:** There were a few units on the North block, which had missing shingles and exposed underlayment. To date, this issue has yet to be repaired.

The Board agreed to have Kathy Betts manage the remaining insurance claims and work to be performed from the July hailstorm.

- g. Re-assigning the CD held at First National from Bill Collins to the new Board.

The Board agreed to have Bill Collins removed as a signor on the account and to have two co-signors, Bill Cox and Tom Monahan added.

## V. **Other Items Discussed**

- a. Trimming the remaining trees

**Note:**

- b. Follow up to ensure the timely transfer of any HOA documents and to obtain new estimates and damage report on each unit.

**Note:** Numerous emails and personal attempts from Board members and Kathy Betts have been made or attempted to communicate to Bill Collins the importance of the timely transfer of HOA documents (receipts, invoices, warranties and other miscellaneous information) belonging to the Leawood Homeowners Association. All attempts made have been futile.

It is imperative to have this information for the following reasons:

1. Kathy Betts will need to net out the insurance proceeds with the invoices paid.
2. The new Board needs to be aware of any warranties so that HOA dues are allocated efficiently.
3. To date, the new Board along with PJ Morgan have absolutely no documentation, frame of reference or historical data to facilitate the new Board basing any new projections in regards to future capital expenses.

- c. Beginning in January of 2018 a monthly Profit & Loss statement will be emailed to each homeowner. The P&L will be accompanied by the budget for that month. Any significant deviations from the budget will be accompanied with a narrative from Michael Shaw explaining the reason(s) for the divergence.
- d. Andrea Hluchoweckyj, a homeowner, expressed the following concerns:
  - 1. A leaky roof/siding. The prior President had approved the repair earlier this year. An invoice dated April of 2017 was produced to the new board. The new Board approved the request and also requested a new bid so that the siding could be painted, as the old invoice did not include painting of the siding.
  - 2. Andrea requested re-imbusement for work performed to have the edge of her driveway ground. Board denied re-imbusement for the expense, as it was not covered under the HOA Covenants.
  - 3. No vote was taken to repair her retaining wall at this time but was deferred to a later date.
- e. Tom Monahan reviewed the HOA by-laws/covenants and identified what homeowner repairs and maintenance items are covered by the HOA. The list has been attached to this email and will be uploaded to the PJ Morgan website for the homeowner's review.